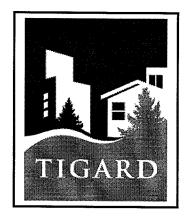


TIGARD CITY COUNCIL WORKSHOP MEETING
MARCH 20, 2007 6:30 p.m.

TIGARD CITY HALL 13125 SW HALL BLVD TIGARD, OR 97223



### PUBLIC NOTICE:

Upon request, the City will endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting by calling: 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

SEE ATTACHED AGENDA

### A G E N D A TIGARD CITY COUNCIL WORKSHOP MEETING MARCH 20, 2007

6:30	PM

<ol> <li>WORKSHOP M</li> </ol>	LEETING
--------------------------------	---------

- 1.1 Call to Order City Council
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4 Council Communications & Liaison Reports
- 1.5 Call to Council and Staff for Non-Agenda Items
- 2. JOINT MEETING WITH THE INTERGOVERNMENTAL WATER BOARD Staff Report: Public Works Department
- 3. JOINT MEETING WITH THE LIBRARY BOARD Staff Report: Library Department
- 4. UPDATE ON GEOGRAPHICAL INFORMATION SYSTEM PROJECT AND PRESENTATION OF THE CRIME ANALYSIS APPLICATION Staff Report: Financial and Information Services Department
- 5. PROPOSED COMMUNITY INVESTMENT PROGRAM FOR FY 2007-2012 Staff Report: Community Development Department
- 6. GANG GRAFFITI PROBLEM Staff Report: Police Department
- 7. REVIEW OF FY 2007-08 COMMUNITY EVENT FUNDING REQUESTS Staff Report: Financial and Information Services Department
- 8. NON AGENDA ITEMS

- 9. EXECUTIVE SESSION: The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.
- 10. ADJOURNMENT

i:\adm\cathy\cca\2007\070320p.doc

Agenda Item # Meeting Date

March 20, 2007

# COUNCIL AGENDA ITEM SUMMARY City Of Tigard, Oregon

Issue/Agenda I	itie <u>Joint Meeting</u>	<u>g with the intergoverni</u>	<u>nentai water i</u>	board (IWB)	
Prepared By:	Dennis Koellermeier	Dept Head Approval:	Oh	_ City Mgr Approval: _	<u>Cl</u>
ISSUE BEFORE T	THE COUNCIL				
No action requi	red. The Council is being ask	ed to participate in a di	scussion on cu	urrent water-related i	ssues.
STAFF RECOMM	IENDATION		-		
Participate in a c	discussion on current water-re	elated issues.			
KEY FACTS AND	INFORMATION SUMMARY				,
Briefing on ma Aquifer 555 Foo Water Source I Joint W Willame Lake Os	cil and the IWB will discuss the ajor capital projects Storage and Recovery #3 of Zone Reservoir Discussions Sater Commission/Hagg Lake ette River Water Commission Swego/Tigard Water Partners Pending budget and intergov Project briefing by Mark Knu	Dam Raise Status ship Project ernmental agreement a	mendments	neers	
Not applicable.					
CITY COUNCIL O	GOALS				
None.					
ATTACHMENT I	LIST				
None.					
FISCAL NOTES				·	
Not applicable					

Agenda Item # Meeting Date March 20, 2007

### COUNCIL AGENDA ITEM SUMMARY

City Of Tigard, Oregon

Issue/Agenda 7	Title Joint Meet	ring With the Library Board		
Prepared By:	Margaret Barnes	Dept Head Approval:	City Mgr Approval:	d
Issue Before	THE COUNCIL			4.1.00-00-00-00-00-00-00-00-00-00-00-00-00-
This is the regu	ılarly scheduled, annual join	t meeting between City Council as	nd the Library Board.	
STAFF RECOM	MENDATION			
N/A				
KEY FACTS AN	ID INFORMATION SUMMA	RY		
	g with the Library Board to uncil about the following are	o provide information to the City eas of library service:	Council. The Library Boa	rd is prepared to
* Review of fac * Annual Patro	ibrary Strategic Plan cility use and amenities on Survey results on the Importance of Qualit ing	cy of Service		
OTHER ALTER	RNATIVES CONSIDERED			
CITY COUNCIL	L GOALS	· · · · · · · · · · · · · · · · · · ·		
N/A				
ATTACHMENT	LIST			
None.				
FISCAL NOTES	3			
None.				

Agenda Item #
Meeting Date

4	
March 20, 2007	

### COUNCIL AGENDA ITEM SUMMARY

City Of Tigard, Oregon

Issue/Agenda Title Update on the geographical information system project and presentation of the crime
analysis application
Prepared By: Robert Sesnon Dept Head Approval: City Mgr Approval:
Issue Before The Council
Construction of a city-wide geographical information system (GIS) has been underway for several months and phase I of the initial pilot project has now been completed. This project allows a user to look up an address or location and view various crime information surrounding this location. This application will be of use to the City's police department during the investigation of crimes, as well as be made available soon to the public from the City's website.
STAFF RECOMMENDATION
No action is necessary
KEY FACTS AND INFORMATION SUMMARY
The current state of the City's geographical information system may be characterized as departmentalized, seriously outdated, and inadequate to meet the informational needs of the City. Consequently, a GIS Coordinator was hired in the spring of 2006 and tasked with the coordination and construction of a city-wide GIS. This work has been underway for several months and it is anticipated that the project will be completed within the next 24 months. One of the first fruits of this effort is a crime locator/analyzer application that enables the user to look up an address or location and view certain crime information surrounding this location. Phase I of this pilot project is now complete and is available for use by city staff. Phase II, to be completed within the next 45 days, will make this application available to citizens and others from the City's website.
OTHER ALTERNATIVES CONSIDERED
N/A.
CITY COUNCIL GOALS
The GIS system will provide tools to be used by staff in support of several of the City Council goals, including the revision of the City of Tigard comprehensive plan, implementation of the downtown plan, and improvements to the 99W corridor.
ATTACHMENT LIST
None.
FISCAL NOTES

None

Agenda Item # Meeting Date

5	
March 20, 2007	

### COUNCIL AGENDA ITEM SUMMARY

City Of Tigard, Oregon

Issue/ Agenda Title Review of Draft 2007-2012 Community Investment Plan
Prepared By: Tom Coffee Dept Head Approval: C Lity Mgr Approval: U  ISSUE BEFORE THE COUNCIL
Issue Before The Council
The Workshop on the Draft 2007-2012 Capital Investment Plan (CIP) has been scheduled to allow an opportunity for the City Council and the citizen members of the Budget Committee to review the document in greater detail. Staff will present a summary of the key policy issues and the Council may elect to provide direction to staff for the Final Draft CIP that will be presented to the Budget Committee in May.
STAFF RECOMMENDATION
Review and provide appropriate policy direction to staff on the Draft 2007-2012 Community Investment Plan.
KEY FACTS AND INFORMATION SUMMARY
The Draft CIP, financial summary and background memo have been previously distributed to the Council and citizen members of the Budget Committee. The background memo dated February 20, 2007 is attached.
OTHER ALTERNATIVES CONSIDERED
N/A.
CITY COUNCIL GOALS
Various City Council and Vision Goals direct the City to provide capital projects to maintain and enhance the quality of life in Tigard.
ATTACHMENT LIST
CIP Background Memo dated February 20, 2007.
FISCAL NOTES
The fiscal impacts of the 2007-2012 Community Investment Plan are provided by the Plan and accompanying

financial analysis.

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### FISCAL NOTES

None

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### MEMORANDUM

TO:

Mayor and City Council

Budget Committee Planning Commission

FROM:

Tom Coffee, Community Development Director

RE:

Draft 2007-2012 Community Investment Plan

DATE:

February 20, 2007

Staff has prepared the Draft 2007-2012 Community Investment Plan (CIP) in a new expanded format. Its presentation to the City Council, Budget Committee and Planning Commission on February 20, 2007 will initiate the CIP's public review process.

Community Investment Plan Format

The new format of the CIP is intended to provide the public, advisory bodies, the City Council and staff with a detailed comprehensive five year planning document that includes all anticipated CIP projects that will be needed to maintain and improve municipal services in the next five years. Each project is described including its relationship to adopted plans and policies as well as other projects to ensure coordination and efficient use of resources. The project location is provided via a picture or map, the project manager is listed and the funding sources are outlined. Finally, the phases and expenditures by category are provided in a five year spreadsheet to provide an overview of a projects funding and phasing.

Project pages are in three colors. White pages are those projects with full funding available based on current funding sources and estimates of future revenue. Projects on green pages are projects that can only be partially funded and projects on blue pages are those for which no funding can be identified. The partially funded and unfunded projects are included because the CIP is a planning document and their inclusion demonstrates the need for additional funding in the coming years to maintain service levels.

Because the 2007-2012 CIP is a planning document that covers five years, the accuracy and precision of project descriptions and funding estimates will diminish as the years increase. The first year (2007-08) should be considered to be the most accurate and since the projects listed will be the capital projects for the next year's budget. Each year the CIP will be updated by deleting the first year and adding a new fifth year. Next year's CIP will be for

2008-2013. Since this is the first year for the more detailed comprehensive CIP, future CIP's can also be expected to be increasingly sophisticated as experience with the new format and process is gained and the Comprehensive Plan and system master plans are updated.

Benefits of the Community Investment Plan

The annual Community Improvement Plan review process provides the community and the City Council with the opportunity to strategically plan for needed capital improvements and their funding requirements. The capacity and efficiency of the City's parks, streets, pedestrian and bicycle facilities, water, sewer, and storm drainage systems and public buildings are essential to the community's quality of life and attainment of its vision and goals. Failure to make timely decisions regarding long term capital investment will inevitably result in the need to make more costly repairs and reconstruction of failing infrastructure systems or diminished service levels and quality of life in the community.

The CIP allows the City to evaluate and prioritize proposed capital projects for consistency with the Comprehensive Plan and other adopted City policies and plan such as the Annexation Policy and the Downtown Redevelopment Plan. The financial requirements of the CIP provide the City with the ability to anticipate major future expenditures that may require rate increases, the issuance of bonds and/or a review of the relationship of the operating budget to the capital budget. As the City's capital facilities are expanded to meet increased service demands, there will be an increase in operation and maintenance costs.

2007-2012 Community Investment Plan Issues

As noted above not all projects in the Draft 2007-2012 CIP can be funded at the level needed. To a certain extent these funding issues can be resolved by reprioritizing, phasing and/or delaying projects. Such actions however can only be taken for so long before the consequences of delay include failed systems and increased costs. The following is a summary of CIP issues.

<u>Burnham Street</u> – This major Downtown Redevelopment project will need additional funding in order to be constructed in a timely manner.

Water Project Funding - In order to fully fund all the Water CIP projects, revenue bonds will have to be sold in FY 08-09 and FY 10-11. Also, continued water rate increases will be needed to fund operations, small capital projects, and pay a portion of the debt service on revenue bonds.

<u>Pavement Maintenance Management Program</u> – An enhanced PMMP project page is included that would require an increase in the Street Maintenance Fee in order to fully fund the projected annual maintenance costs.

<u>Street Capacity Improvement Projects</u> – Current funding sources for projects that are needed to increase street capacity and reduce congestion are not adequate to fund needed projects. The primary source is the Washington County administered Traffic Impact Fee

(TIF) which has not kept up with the recovery of the costs of growth. The other source is the State gas tax which is inadequate for the needs. The recently adopted City gas tax is project specific and will not be available for other projects. It may also be the repealed by a vote or reduced by actions of the County or State.

<u>Storm Water Projects</u> – After the first year of the CIP, needed storm water projects are unfunded due to inadequate revenue from the Clean Water Services' administered Storm Water Management Fee. Revenue from the fee is used to fund the City's operations and maintenance of the storm water system as well as the construction of capital projects.

<u>Downtown Redevelopment Projects</u> – Capital projects in the Downtown are being funded by a variety of sources including Parks SDC, TIF, Gas Tax, and Metro Grants. The first tax increment financing revenue from the Urban Renewal District will be received by the Renewal Agency in FY 07-08 in an amount estimated to be \$56,000. As this amount grows redevelopment projects will rely less on other funding sources.

Park Land Acquisition – City Council has set park land acquisition as a priority for the City. Although the City receives Park SDC revenues annually, the City does not have a stable non-SDC revenue source. Park land purchases cannot be 100% funded with Park SDC revenues. Purchases are to be funded with Park SDC revenues and non-SDC revenues. The park SDC to non SDC revenue percentage split is determined by the type of park land purchased such as neighborhood, community, linear etc. The percentage split was set by the newest Park SDC methodology that was adopted by Council in December 2005.

In FY 2007-08, the General Fund will need to contribute \$932,000 to the Parks Capital fund to pay for the proposed park land purchases. This amount is in addition to the revenues to be received from the Metro Greenspaces levy. Future park land acquisition and development will be limited until a stable non-SDC revenue source is identified or it is decided that the General Fund will continue to contribute the required non-SDC revenues

### **CIP Review Process**

The proposed 2007-2012 CIP is a draft document for review by the public, advisory bodies and the City Council. Staff will schedule meetings for the general public and interest groups. The document will be available for review on the City's website. Workshops will be scheduled for the Planning Commission and City Council and the Budget Committee will review and make recommendations on the CIP prior to their review of the 2007-08 Budget. The Draft 2007-2012 CIP is a document that will be refined as it goes through the review process. It is a planning document not a budget document although the first year of the CIP should be considered as the basis for the capital portion of the 2007-08 Budget.

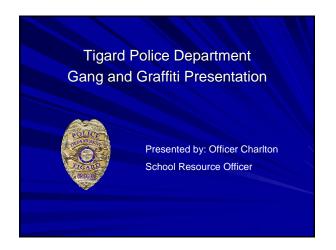
Agenda Item #
Meeting Date

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3/20/07	

### COUNCIL AGENDA ITEM SUMMARY

City Of Tigard, Oregon

Issue/Agenda Title	Tigard Gar	ng Graffiti Problem			
Prepared By: Sl	neryl Huiras	Dept Head Approval:	luno	City Mgr Approval: _	R
ISSUE BEFORE THE	COUNCIL			***************************************	vine, i ne menerali se e e e e e e e e e e e e e e e e e e
Review and discuss th	e City's current gang	and graffiti problem.			
STAFF RECOMMEND	ATION				
No staff recommenda	ation at this time, how	l to update them on curr vever, we feel the need to artments efforts to addres	increase our	community's awarene	ess of the
KEY FACTS AND INF	ORMATION SUMMAI	RY			
<ul><li>In 200</li><li>In 200</li><li>Providence</li></ul>	07, we have already se 06 we had a 22% incr de awareness and con	f gang and gang related gen a 26% increase in gar ease in gang activity. nmunity involvement.	,	_	
OTHER ALTERNATI	VES CONSIDERED				
CITY COUNCIL GOAL Council Goal: To imp Strategy: Work togeth	prove council and citiz	zen communication:	provide educ	ation and prevention	of gang activity.
ATTACHMENT LIST	<del>*************************************</del>			· · · · · · · · · · · · · · · · · · ·	
PowerPoint presenta	tion.				
FISCAL NOTES		Martin 18 18 18 18 18 18 18 18 18 18 18 18 18		**************************************	
No cost involved \tig20\text{\tig2Olivetpub\tig2Olivetynooftforms\text{\text{form}}}	cs\council agenda item summary sheet 07.	doc			



### Gang Definition

- A group of people who have a common name and identifying signs, colors or symbols and who participate in criminal activities as a group or individually.
- The primary age group of gang members in our area range generally from 13 21 years of age.
- They are not always the same race or gender.

### Why They Join

- Many kids join for a sense of power, excitement and recognition. They believe the gang allows them to achieve a level of status that was impossible to obtain outside the gang.
- A sense of family and acceptance, which they are not getting from their real family.
- To fill their basic needs which usually are not being met at home or in school. That could include food and shelter.
- Peer pressure or a family member already in the gang.

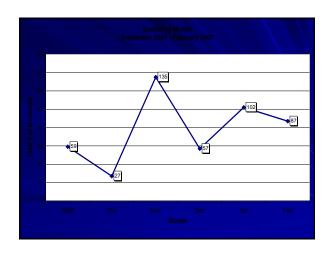
# Gang Attire (Different colors/Different gangs)

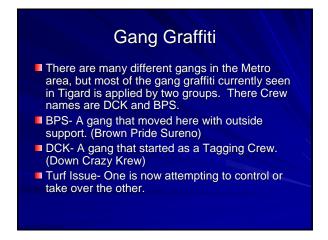
### Graffiti

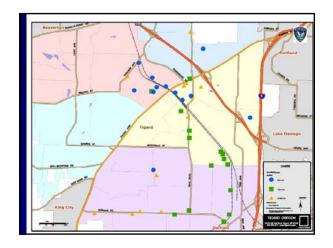
- Graffiti- Writing by individuals or groups that causes destruction or harm to public or private property and inconveniences the owner of that property.
   -Used by gangs or groups to communicate with each other.
- Tagging- The act of applying graffiti.
- Crew Name- The name of the gang or group who the tagger affiliates with.
- Moniker- The initials or nickname used by a tagger (usually applied with the graffiti message to show claim to the work).
- Street Name- A nickname given to a gang member or assumed by one and used as a Moniker when gang graffiti is applied.

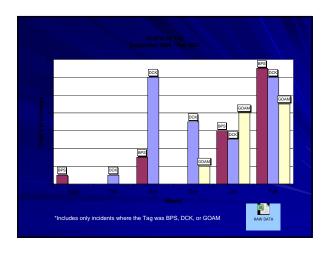
### Gang Graffiti

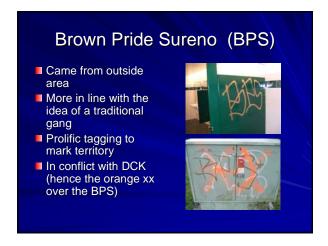
Gang related graffiti increased from 14% to 22% of all graffiti-vandalism from 2005 to 2006.

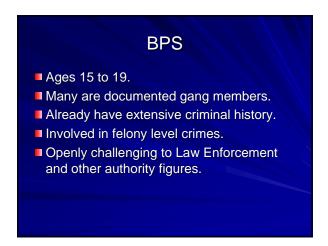








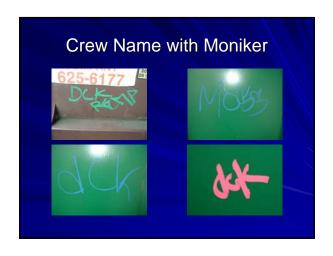


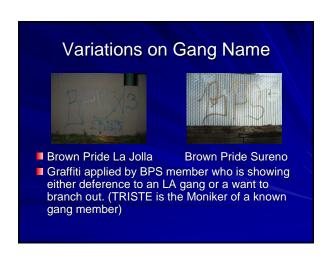


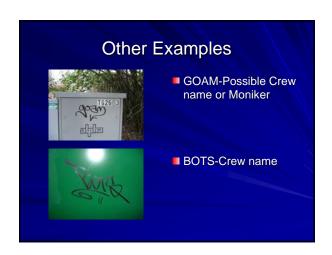






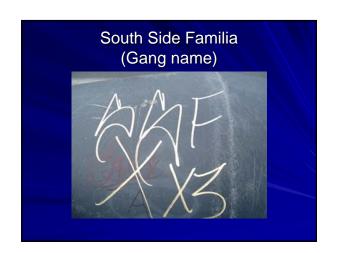
















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AGENDA ITEM #		
FOR AGENDA OF	March 20, 2007	

### CITY OF TIGARD, OREGON COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Study Session: Review of FY 2007-08 Community Event Funding Requests		
PREPARED BY: Robert Sesnon DEPT HEAD OK ARROW CITY MGR OK		
ISSUE BEFORE THE COUNCIL		
Review applications for Community Event Grants and give preliminary direction as to which grants should be included in the FY 2007-07 Proposed Budget.		
STAFF RECOMMENDATION		
Review grant requests and give preliminary direction on applications to be funded.		
INFORMATION SUMMARY		
Each year, the City solicits applications from community organizations for grants for the following fiscal year. The City received fifteen formal applications by the February 5, 2007 deadline. The total funding requested is \$81,400 in direct contributions. An additional \$67,101 is provided as in-kind support by the Public Works Department for the Balloon Festival and 4th of July celebration, as well as support requested from Tigard/Tualatin School Foundation and Tualatin Riverkeepers. This does not include any in-kind support that might be provided by the Police Department.  According to the funding policy of the Budget Committee set in prior years, \$52,125 is available for these grants. On December 18, 2001, Council approved three resolutions guaranteeing base funding to three sponsored community events — Festival of Balloons - \$10,000; Broadway Rose - \$10,000; and Tigard 4th of July - \$7,500. After removing the guaranteed funding requests, a total of \$24,625 remains to be distributed amongst the twelve other applicants plus a request from the Tigard 4th of July for additional \$2,500 above their guaranteed amount. The total requested from these applicants, less the guaranteed amount, is \$53,900. Any unallocated community event grants funds can either be reserved for the General Fund or could be used for additional Social Service Grant funding.		
Staff is requesting that the Mayor and Council review the event requests and give recommendations on which requests should receive full, partial or no funding. The final funding decision will be made at the Budget Committee meetings in May.		
OTHER ALTERNATIVES CONSIDERED		
This is a preliminary review only. Final funding decisions and exploration of alternatives will be made at the Budget Committee meetings in May.		

COUNCIL GOALS AND TIGARD BEYOND TOMORROW VISION STATEMENT

### ATTACHMENT LIST

Summary chart of Community Event Grant requests Community Event Grant Applications (15)

### FISCAL NOTES

Requests for total direct contributions are \$81,400. Requests will be funded from the FY 2007-08 General Fund budget.

### City of Tigard FY 2007-08 Community Event Grant Requests

Target (based on proportional share of policy set-aside) = \$52,125

		FY 2003-04		FY 2005-06	FY 2006-07	
Agency		Actual	Actual	Actual	Budget	Requested Recommende
Afalati Recreation Di	istrict/Tigard	Recreation A	Assoc.			
	Direct In-Kind	5,000	5,000	5,000	5,000	5,000
Broadway Rose*	Direct In-Kind	10,000	10,000	10,000	10,000	10,000
City of Tigard Dog P	ark Direct In-Kind	400	450	400	400	400
Family Fest						
	Direct In-Kind	0	0	0	0	6,500
Festival of the Balloc	ns**					
	Direct In-Kind	10,000	10,000	10,000	10,000	10,000 65,000
Foundation for Tig/T Seeding Our Future		0	0	0	0	1,000 1
Friends of the Tuala	tin River Direct	0	0	1,500	0	0
	In-Kind	Ü	· ·	1,500	U	Ū
Tigard Blast						
	Direct In-Kind	5,000	5,000	0	0	0
Tigard Chamber of 0	Commerce					
	Direct In-Kind	0	0	0	5,000	10,000
Tigard 4th of July***						
	Direct In-Kind	7,500	7,500	7,500	10,000	10,000 1,600
Tigard High Graduat	tion Party Direct In-Kind	1,000	2,000	2,000	2,000	2,000
	m-rand					
Tualatin Riverkeeper	rs Direct In-Kind	2,000	2,500	6,275	4,000	4,500 500
Tualatin Valley Com		I 1,850	2,000	2,000	2,000	2,000

Wash. Co. Historical	Assoc. Direct In-Kind	0	0	0	0	2,500	
Tigard Historical Ass	oc. Direct In-Kind	0	0	0	0	5,000 0	
Tigard Symphony O	rchestra Direct In-Kind	0	0	0	0	5,000	
Tigard Playschool In	c Direct In-Kind	0	0	0	0	7,500	
Total	Direct In-Kind	\$42,750 \$0	\$44,450 \$0	\$44,675 \$0	\$48,400 \$0	\$81,400 \$67,101	\$0 \$0

<sup>\*</sup>Per Resolution No. 00-22, guaranteed \$10,000 each year \*\*Per Resolution No. 00-20, guaranteed \$10,000 each year \*\*\*Per Resolution No. 00-21, guaranteed \$7,500 each year

### CITY OF TIGARD, OREGON 13125 SW HALL BLVD. TIGARD, OREGON 97223 503-639-4171

# FY 2007-08 COMMUNITY EVENTS FUNDING REQUEST

Due: February 5, 2007	
Event Name: Attalati Recreatio	n District
Address: 17005 560 9200 F	tve
City, State, Zip: Tigard, OR. 9722	4-5530
Contact Name: Dave Dicou	
Telephone Number: 503. 612. 8200	0
E-mail address: dnicoliadpnicoli	i.com
1. Request (express in whole dollar amounts only)	
Cash	\$5,000.00
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	-\$
Total Request	\$5,000.00
2. Purpose of Funding Request: TO OFFSET the and Fet "Second Amendment to Agreeme City of Tigard and Attalati Recreation D. Attalati Recreation D.	nual payment rent Between the ation District; istrict has

Committed to repay the City of Tigard Over a ten-year period of time.

3. How will this event benefit the Tigard Community? The Cook Park Concession Stand and adjoining baseball/soccer fields enhance the recreation opportunities for the Youth of Tigard. The New Facilities provide a safe, Clean, and desirable environment for Children and their

How many Tigard residents do you anticipate participating in this event (or these events)? The annual attendance at cook park for baseball and soccer games/proctices/tournaments is estimated to be 30,000. For example a single saturday/ Surday game weekend for soccer will bring upwards of 1,000 people (450 players PLUS 500-750 parents/relatives into the Park.

- 5. Please submit the following information with this request:
  - a. Detailed budget, including FY 2005-06 actual expenditures, FY 2006-07 Adopted Budget, and FY 2007-08 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. \*
  - b. Audit report or financial statements for the last fiscal year.\*
  - c. Articles of Incorporation.
  - d. 501(c)(3) status.
  - e. Organization Bylaws

An electronic version of this application is available by contacting Liz Lutz at <u>lizbeth@tigard-or.gov</u> or it can be obtained from the City's website at <u>www.tigard-or.gov</u>.

<sup>\*</sup> Lack of adequate financial information could result in denial of request.

# Tigard LL Income Statement 9/30/06

	Contributions		2006 Budget	2006 Actual
2.02.01	Contributions	Photo Rebate	\$1,800.00	\$1,596.0
2.02.01		Sponsorships	\$35,000.00	\$27,850.0
.02.02		Scholarship Donation	\$0.00	\$644.9
.02.03		Volunteer Matching	\$0.00	\$37.5
.02.04		Misc. Contributions	Ψ0.00	\$500.0
2.02.08		Accident Insurance Credit	\$400.00	\$953.2
2.02.09		Refund of Overpayment	Ψ400.00	ψ900.2
2.02.09	Total Contributions	Refulld of Overpayment	\$37,200.00	\$31,581.6
	Total Contributions		<del>\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</del>	<del>\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ </del>
2.04.00	Interest Income			
2.04.01		Savings	\$100.00	
2.04.02		Scholarship Funds	\$100.00	
2.04.03		Tournament Fund	\$100.00	
	Total Interest Income		\$300.00	\$0.0
.05.00	Non- Registration Rev			
2.05.01		Softball Pitching Clinics	\$0.00	\$2,132.5
2.05.02		PCA		\$460.0
2.05.03		Concessions Cook Park	\$1,000.00	\$733.1
2.05.04		Tigard Home Plate	\$10,000.00	\$12,418.1
2.05.05		TLL Apparel Sales	\$500.00	\$679.0
	Total Non- Registration		\$11,500.00	\$16,422.8
2.06.00	Uniform Sales			
2.06.00	Ullionii Sales	Baseball	\$23,300	\$22,25
		A	\$23,300	ΨΖΖ,ΖΟ
2.06.011		AA		
		AAA		
2.06.013 2.06.014		Majors		
		PeeWee	\$9,360	\$5,88
2.06.02		Softball	\$15,000	\$7,55
2.06.03			\$15,000	\$1,59
2.06.031		A A A A A A		\$1,00
2.06.032		AAA & AA	-	
2.06.033		Majors/JV		
		Post Season Baseball	\$2,880	\$3,12
2.06.04		Softball	\$720	\$78
2.06.05	Total Uniform Sales	Solibali	\$51,260	\$41,17
	Total Official Sales		ψ01,200	Ψ41,11
	Post Season Uniform	Replacement Fund		
2.06.06		Uniform Replacement BB	\$1,680	\$1,28
2.06.07		Uniform Replacement SB	\$720	\$32
	Total Uniform Replac	ement Fund	\$2,400	\$1,60
2.08.00	Total Cook Park Fund	(\$20 Per Player)	\$11,430	\$9,36
2.08.50	Capital Improvement	Fund (\$25 Per Player)		
0.00.00	Pogiotrotic -			
2.09.00 2.09.01	Registration	Baseball	\$18,640	\$17,80
2.09.01		A	Ψ10,040	ψ17,00
2.09.011		AA		
2.09.012		AAA		
2.09.013		Majors		
2.09.014		PeeWee	\$9,360	\$5,91
2.09.02		Softball	\$12,000	
2.09.03		A	Ψ12,000	Ψ1,00
2.09.032		AAA & AA		
2.09.032		Majors/JV		
		Fall Ball	\$2,600	\$5,98
2.09.04				
2.09.05	Post Cooss	Late Fees	\$0	\$1,04
2.09.06	Post Season	Baseball		
	Total Registration	Softball	\$42,600	\$38,37
	. Jul Nogistiation		V-72,000	ψου,σ <i>1</i>
		1	\$156,690.00	

# **Southside Soccer Club** Profit & Loss by Class December 2005 through November 2006

	Club Total
Income	
Apparel	\$1,781
Chinook Revenue	\$15,347
Concessions	\$1,691
Donations/Sponsorships	\$8,132
Fundraising	\$88,308
Interest Income	\$2,163
Miscellaneous	\$1,227
OYSA Refunds	\$2,320
Registrations	\$736,960
Torneo Revenue	\$15,000
Uniforms Sold	\$81,832
Total Income	\$954,761
Cost of Goods Sold	
Apparel Expense	\$3,243
Coaches Pay	\$145,300
Director Fees & Expense	\$46,310
Equipment	\$8,608
Fields	\$115,052
Fundraising Supplies	\$44,418
Goods incl in Registration	\$27,868
OYSA Fees	\$84,210
Referees	\$71,594
Sanitary Services	\$8,814
Scholarship Expenses	\$1,736
Uniforms Purchased	\$67,328
Total COGS	\$624,481
Gross Profit	\$330,280
Expense	
Advertising	\$7,720
Automobile Reimbursements	\$4,229
Bank & Credit Card Fees	\$11,193
Committee Expenses	\$8,698
Depreciation	\$100
Health Insurance Reimbursement	\$800
Help w/ Club Tasks	\$25,647
Insurances	\$4,976
Legal and Accounting	\$1,824

12:55 PM 01/26/07 **Accrual Basis** 

# **Southside Soccer Club** Profit & Loss by Class December 2005 through November 2006

Maintenance & Repair	\$758
Meals & Entertainment	\$4,022
Office Expenses	\$13,520
Office Supplies	\$7,017
Payroll Taxes	\$13,867
Postage & Shipping	\$3,346
Printing	\$3,823
Rent & Utilities	\$22,158
Salaries & Wages	\$111,568
Torneo Expense	\$10,575
Travel & Conventions	\$1,909
US Club Soccer Fees	\$1,000
Web Site Provisioning	\$19,500
Total Expense	\$278,250

**Net Income** 

\$52,030



**Board of Directors** 

January 31, 2007

Diana Burke Bank of the West

Robert H. Sesnon

Larry Cartier Wellpartner

Financial and Information Services Director

City of Tigard

David Cutz

13125 SW Hall Boulevard

Paragon Tile & Stone

Tigard, OR 97223

Lisa Francolini, L.Ac.

Dear Robert,

RiverWest
Acupuncture Clinic

I'd like to thank the City of Tigard again for its generous support of The Broadway Rose. Our 2006 Summer Season was our most successful yet! We received excellent reviews and attendance was at an all-time high. Preparations for our 2007 Summer Season are already underway, and we hope to reach even greater heights this year. We are grateful for the City of Tigard's support, and we know that The Broadway Rose could not succeed without it.

Rorie Leone Washington Trust Bank

F. Jackson Lewis Tonkon Torp, LLP

Bill Monahan

Bill Monahan Ramis, Crew Corrigan, LLP

William L. Nothstine Professional writer

Harvey Platt Platt Electric Supply

Nicole Smith Union Bank of California

Dan Yates Portland Spirit Enclosed is a 2007 Community Events Funding Request. If you have any questions regarding the application or accompanying materials, please don't hesitate to call me at 503-906-2390.

Thank you for your consideration.

Best Regards,

Sharon Maroney Artistic Director

### CITY OF TIGARD, OREGON 13125 SW HALL BLVD. TIGARD, OREGON 97223 503-639-4171

# FY 2007-08 COMMUNITY EVENTS FUNDING REQUEST

Due: February 5, 2007

**Event Name:** The Broadway Rose Theatre Company Address: PO Box 231004 City, State, Zip: Tigard, OR 97281 Contact Name: Sharon Maroney Telephone Number: 503-906-2390 E-mail address: brtcsm@aol.com 1. Request (express in whole dollar amounts only) Cash \$10,000 **In-Kind Services** (use of City property, City staff support, \$0.00 etc. Please explain the services requested on a separate sheet) **Total Request** \$10,000

### 2. Purpose of Funding Request:

The Broadway Rose Theatre Company requests funding from the City of Tigard in order to continue to provide Tigard residents with exceptional, professional theatre at an affordable price. This summer The Broadway Rose will present its 16<sup>th</sup> season at the Deb Fennell Auditorium at Tigard High School. We will produce five shows in eight performing weeks, June 29 - August 19, 2007. Our season opens with the romantic musical comedy, *Singin' in the Rain*, followed by *Cole; A Musical Celebration of Cole Porter and His Music*, and concludes with the musical comedy thriller, *No Way to Treat a Lady*. Our summer schedule also includes two children's shows, *Snow White* and *Jungle Book*, and three youth drama camps. In addition to our summer season, the company produces a holiday show, cabaret series and a play reading series.

Entering its 16<sup>th</sup> year of producing theater in the same location, the company has developed strong relationships with audience members, vendors and corporate sponsors. Individual donations for 2006 increased 21% over that of the previous year, and the past two years have seen a 16%

increase in season ticket sales each year. In fact, our 2007 season ticket sales are currently 36% ahead of last year's at this time. The City of Tigard's support each year is essential to our continued success. When we approach new foundations and are able to note that The Broadway Rose is a City of Tigard sponsored event, it sends a strong message about community support.

The Broadway Rose was fortunate to have garnered excellent reviews for its 2006 Summer Season, repeatedly selling out performances in the 600-seat Deb Fennell auditorium. Bob Hicks of The Oregonian wrote, "Broadway Rose's '42nd Street' brings home something that a lot of Portlanders don't realize, although it's an open secret in the city's theatrical circles: Some fascinating stuff's happening in the suburbs. Broadway Rose is producing some of the best and most polished theater in the Portland area." Reviewing the last show of our 2006 Summer Season, Grant Butler of The Oregonian offered his praise writing, "This caps what has to be Broadway Rose's most successful artistic season yet. Here's looking to 2007." The Broadway Rose is gaining a national reputation for excellence, helping us attract ever-stronger performers to the area.

### 3. How will this event benefit the Tigard Community?

As the only professional musical theater company in Washington County, we bring to the community what no other theater can — extraordinary musicals, the breadth and talent of which rival national Broadway tours. We also have a long-term relationship with the Tigard/Tualatin School District who has rented their facilities to us for the last 15 years at a greatly reduced rate, and each year they partner with The Broadway Rose to present an original children's musical, free of charge, to over 3,000 students in the local elementary schools.

Additionally, our youth outreach programming includes extensive paid internships to local high school students as well as significantly discounted tickets to participating YMCA chapters. We hold three youth drama camps in the summer, and several students attend free of charge because of scholarships provided by The Broadway Rose, in partnership with Community Partners for Affordable Housing. Each summer The Broadway Rose also sponsors a cover design contest for our children's productions at a local elementary school through the Arts & Literacy Program. The Broadway Rose has also developed relationships with Woodland Heights (an assisted living residence) and Our House, where residents of these programs are invited to attend the final dress of each of our Mainstage productions, free of charge.

The Broadway Rose also has important relationships with over 20 local corporate sponsors (ranging from \$500 - \$2,500), many of whom are secured once again for our 2007 Summer Season and several of whom increased their support for 2007. The Broadway Rose Theatre Company is committed to increasing opportunities for Oregonians to participate in the arts. Approximately 100 local professionals and students will be hired as paid cast members, technicians, musicians, designers and interns throughout the summer season. We believe these partnerships and efforts help build future audiences and give back to the community.

### 4. How many Tigard residents do you anticipate participating in this event (or these events)?

The Broadway Rose Theatre is one of the largest arts organizations in Washington County. In 2006 we served over 24,000 people and expect that number to increase in 2007. Through our surveys and databases we have determined that Tigard residents make up our largest audience base (25%). We enjoy offering live entertainment to Tigard residents and providing an opportunity for people from the greater Portland area to come out to Tigard to enjoy cultural events. We also have season ticket holders from as far away as Longview, Washington, Salem and Boring, Oregon.

### The Broadway Rose Theatre - Projected 2007 Budget

Ordinary Income/Expense		
Income		
<b>Total Annual Boat Event Income</b>	\$	40,480.00
Camp Income	\$	10,350.00
Concession Income	\$	4,000.00
Total Corporate Income	\$	60,000.00
Entertainment/Royalty Income	\$	559.00
Total Grants	\$	135,800.00
Guild	\$	6,000.00
<b>Total Individual Donations</b>	\$	70,700.00
New York Trip	\$	105,000.00
<b>Total Program Advertising Income</b>	\$	3,377.00
Raffle Income	\$	615.00
Total Rental Income	\$	100.00
Shipping & Handling Income	\$ \$	730.00
Total Souvenir Sales		910.45
Ticket Sales	\$	465,000.00
Total Income	\$	903,621.45
Expense		
Total Administrative Expense	\$	123,415.73
Total Artistic Programming	\$	314,719.71
Bank Service Charges	\$	16,500.00
Boat Expenses	\$	10,000.00
Camp Counselors	\$	2,300.00
Class Expense	\$	1,210.00
Company Amenities	\$	2,797.77
Concession Expense	\$	2,432.86
Total Development	\$	48,928.00
Guild Expense	\$	1,500.00
Total Insurance	\$	24,237.75
Internet Expense	\$	2,200.00
Janitorial	\$	500.00
Total Marketing Expense	\$	88,150.55
New York City Trip	\$	96,000.00
Office Supplies	\$	8,104.29
Organizational Dues & Expenses	\$	4,187.81
Payroll Taxes	\$	80,156.14
Postage and Delivery	\$	3,000.00
Total Professional Fees	\$	11,642.50
Product Development	\$	56,872.56
Publication Subscriptions	\$	177.00
Total Rental Expense	\$	2,400.00
Total Repairs & Maintenance	\$	300.00
Souvenir Expense	\$	746.58
Staff Education	\$	420.00
Total Telephone	\$	9,160.19
Total Travel & Ent	\$	856.19
Utilities	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	705.82
Total Expense	\$	913,621.45

# Broadway Rose Theatre Company Profit & Loss 2006

	Jan - Dec 06
Ordinary income/Expense	
Income	
Annual Boat Event Income	32,634.00
Camp Income	10,350.00
Concession Income	3,906.40
Corporate Income	45,530.00
Entertainment/Royalty Income	822.00
Grants	163,700.00
Guild	5,809.00
Individual Donations	67,801.00
New York Trip	23,200.00
Program Advertising Income	3,264.60
Raffle Income	254.00
Rental Income	206.00
Shipping & Handling Income	810.40
Souvenir Sales	375.00
Ticket Sales	472,159.25
Total Income	830,821.65
Evnance	•
Expense Administrative Expense	95.811.01
Artistic Programing	305,800.11
	·
Automobile Expense	1,166.00
Bank Service Charges	15,985.45
Boat Expenses	8,435.31
Camp Counselors	1,970.00
Class Expense	1,289.30
Company Amenities	2,681.92
Concession Expense	2,516.24
Development	48,602.58
Facility Development	381.23
Guild Expense	1,297.17
Insurance	22,144.19
Internet Expense	2,226.50
Janitorial	420.00
Marketing Expense	65,076.84
Miscellaneous	10.99
New York City Trip	15,108.83
Office Supplies	11,464.42
Organizational Dues & Expenses	4,299.39
Payroll Taxes	77,552.80
Postage and Delivery	2,942.43
Product Development Fund	100.00
Professional Fees	9,031.25
Prudent Reserve	100,000.00
Publication Subscriptions	158.01
Rental Expense	2,400.00
Repairs & Maintenance	75.00
Souvenir Expense	11.98
Staff Education	220.00
Telephone	11,729.45
Travel & Ent	304.09
Utilities	212.32
Total Expense	811,424.81
Net Ordinary Income	19,396.84

# **Broadway Rose Theatre Company - Major Contributors**

	2006 Actual
<b>Government Grants</b>	
City of Tigard	\$10,000.00
City of Tualatin	\$500.00
Washington County Commissioners	\$3,000.00
	\$13,500.00
Foundation Grants	
M.J. Murdock Foundation	64,900.00
Poznanski Foundation	30,000.00
Regional Arts & Culture Council	15,800.00
Collins Foundation	8,000.00
Kinsman Foundation	15,000.00
US Bancorp Foundation	3,000.00
Oregon Arts Commission	2,000.00
Portland General Electric	2,500.00
Oregon Cultural Trust (WCAHHC)	2,000.00
Templeton Foundation	4,000.00
Tucker Foundation	1,500.00
Jackson Foundation	1,000.00
Tigard Rotay	500.00
	150,200.00
Corporate Sponsorships	
Platt Electric Supply	\$20,000.00
Pearson Financial Group	\$9,000.00
Stash Tea	\$2,500.00
Union Bank of California	\$2,500.00
Community Newspapers	\$2,000.00
Riverwest Acupuncture	\$1,000.00
West Coast Bank	\$1,000.00
Bank of The West	\$1,000.00
Washington Trust Bank	\$1,000.00
Tonkon Torp, LLP	\$1,000.00
Ramis Crew & Corrigan	\$1,000.00
RAS Group	\$500.00
Minuteman Press	\$500.00
Paragon Tile	\$400.00
Umpqua	\$400.00
Landmark Ford	\$400.00
Wellpartner	\$400.00
Hillsboro Orthopedic	\$500.00
Fullhart Insurance	\$430.00
	\$45,530.00
	ф <del>40</del> ,030.00

### Personnel/Management of Broadway Rose Theatre Company 2007

### Sharon Maroney (Full-Time) - Founding Producing Artistic Director

Projects annual budgets; works with board and interviews potential board members; serves on committees; maintains corporate books; creates annual development plan; spearheads grants; solicits corporate sponsors; works on bi-annual fundraising ask letter and annual fundraising committee; cultivates donors and coordinates major asks; selects shows and projects budgets; hires directors, set designers, musical directors, stage managers, lighting and sound personnel, costumers, prop designers and technical staff; interviews high school students for intern positions; attends local and New York auditions; hires talent; attends annual National Alliance for Musical Theater convention; facilitates production meetings; arranges for transportation and rental of sets and costumes; produces children's show for school district during school year; directs shows and performs.

### Dan Murphy (Full-Time) - Founding General Manager

Creates annual budget; handles all corporate paperwork; attends weekly meetings for Tigard Rotary and Tigard and Tualatin Chambers; maintains relationship with the Tigard/Tualatin school district; prepares financials for board meetings; maintains check book, writes payroll, pays bills and pays the company's taxes; negotiates union contracts with Actors Equity Association; sends contracts and scripts; managers the Box Office and processes phone and internet ticket orders; thanks all donors with a hand written note; works the lobby for all performances selling tickets and visiting with patrons; cleans lobby during production weeks; maintains and cleans mailing list; tracks ticket sales data; directs shows, choreographs and performs.

### Alan Anderson (Full-Time) - Marketing Director

Creates marketing plan, season brochure, newsletters, advertisements, press releases; designs show programs, and Portland Spirit fundraiser theme and invitations; coordinates the lobby design for all shows; facilitates the opening night party; designs corporate packet materials; facilitates the Cabaret Series, including contract maintenance, stage design and room presentation. Mr. Anderson is also a performer, stage manager and production manager for children's shows.

### Quimby Lombardozzi – (Full Time) Development Manager

Writes grants and bi-annual ask letters; tracks donors and maintains fundraising database; organizes and solicits auction items for annual fundraiser; sells ads for programs; coordinates communication with solidified corporate sponsors.

### Brisa Trinchero – (Full Time) Director of Development

This is a brand new position funded by a three-year grant from the MJ Murdock Charitable Trust. Brisa was hired in spring of 2006 and is presently creating and implementing a new three-year fundraising strategy.

### Vera Rojas – (16 hours a week) Box Office Staff

Processes phone and internet ticket orders.

### CITY OF TIGARD, OREGON 13125 SW HALL BLVD. TIGARD, OREGON 97223 503-691-4141

# FY 2007- 08 COMMUNITY EVENTS FUNDING REQUEST

Due: February 5, 2007

**Event Name:** City of Tigard Dog Park Community Events

**Address:** 12605 SW 121st. Ave.

City, State, Zip: Tigard, OR 97223

Contact Name: Jim Stevens

**Telephone Number: 503-590-2896** 

Request (expenses in whole dollar amounts only)

Cash \$ 400

In-kind services \$ 0

Total Request \$400

### **Purpose of Funding Request:**

The Tigard Dog Park Committee is a citizens group that works with the Tigard Parks Department to manage the 3 off-leash dog parks in the City of Tigard. This request is for funds to support the community events organized by the Committee at these off-leash dog parks.

The community attendance at most of these events in the 2006-2007 fiscal year, increased over the previous year. The funding we are requesting will give the Committee the necessary resources to continue these events. In addition to the events, the grant funds will also be used to provide educational information to dog park users. These flyers include information on canine behavior, children in the dog parks, owner responsibilities at the dog parks, and other relevant topics. The educational material has been well received by park users and shared with other dog parks in the greater Portland area. We continue to serve as a model for other cities who are considering establishing dog parks into their communities.

Two recent examples of this are the City of Hillsboro and the City of Tualatin. Both cities have used our canine educational flyers in their planning of dog parks within their city limits. Committee members have attended planning meetings in both cities and serve as ambassadors for off-leash dog parks.

**Pet Photo Day:** This is being planned as a new event to be held in June 2007. It will replace the Summerlake Birthday Party. The committee members will set up backdrops for dog photos (or use the natural setting of the garden area) and recruit other dog park supporters (and ourselves) to take portrait and candid pictures of owners with their dogs or just photos of the dogs. This will be free to the dog owners. Attendees will receive the photo on a CD. Grant funds will be used to purchase blank CD's, batteries for the digital cameras, and advertising flyers. \$50

Dog Days of Tigard: This is a celebration of Tigard's off-leash dog parks held at Potso Dog Park in July. It is a way of letting dog park users know of the partnership of Coe Manufacturing and the City of Tigard in providing the land for the off-leash dog park. Last year's events included a demonstration by the Washington County Sheriff's K-9 Unit and Lure racing. Informational booths provided literature on animal health, dog behavior and dog obedience training. The event also featured games such as 'musical hula hoops' as well as raffle drawings. Over 100 people attended the event last year. Similar activities are planned for this year's event. Grant funds will be used for refreshments, advertising flyers, cost of luring demo and raffle/game prizes. \$175

Halloween Dog and Owner Costume Contest: This annual Halloween costume contest has consistently been the most popular event with dog park users and has become a tradition at Potso Dog Park. The distinguished panel of judges, which has included Mayor Craig Dirksen, has a tough job picking the 5 top costumes from all of the entries. Rain or shine, dog owners and their canine companions dress up for all to see. This year's event will be no exception. Grant funds will be used for refreshments, advertising flyers, and contest prizes. \$125

**Office Supplies:** There are currently 6 canine educational flyers that are available at the dog parks throughout the summer. They are printed on colored paper to draw user's attention to them. Approximately 50 -75 copies of each are needed each year. Dog park updates are also posted at each dog park as needed. Grant funds will be used for laminating sheets, paper and printing costs. \$50

### How will this event benefit the Tigard Community?:

Off-leash dog parks are an important aspect in the scope of what the City of Tigard offers its residents. They provide dogs and their owners with designated space for exercise and socializing. This creates 'safe' areas for dogs and their owners as well as the community at-large. They also promote responsible pet ownership. The parks allow dogs adequate space to run, jump, fetch, and play

without creating conflicts with other park users. The events at the off-leash parks provide users the chance to participate in fun activities with their canine companion and promote a sense of community between dog owners. In addition, non-dog owners have also attended the events since they are usually quite entertaining to watch.

Donations received at the events go towards improving and promoting the use of the off-leash dog parks and canine education. They have also been used for other community projects such as purchasing a Library Brick in 2004 and installing a memorial park bench at Summerlake Park in 2005.

# How many residents do you anticipate participating in this event (or these events)?

Participation at actual events runs between 30-75 residents per event. Actual attendance is higher if non-residents are included.

Educational materials have reached over 150 users in distributed fliers alone. The materials are also posted throughout the dog parks so the total number of residents who additionally read the fliers without taking a copy is significantly higher but difficult to measure.

Also, the City of Tigard's web site has links to the dog parks for people to give the committee feedback on events, register concerns and make suggestions. We don't have figures on how many contacts are made at the site, but the Committee does respond to all emails as needed. If the Committee does not have the information to respond to the email, then it is forwarded to the Parks Department Supervisor for a response.

### Requested additional information:

a.

### Fiscal Year 03-04 (as of January 25, 2004)

Revenues (Contributions to the Dog Park Trust Account) \$1079.43 Expenditures by Parks Department from Trust \$ (99.99) Expenditures by Tigard Dog Park Committee from Trust \$ (1233.53) Revenues (City Grant Funds) \$400.00 Expenditures by Tigard Dog Park Committee from Grant \$(399.78) Expenditures by in-kind donations from committee \$(251.00)

### **Fiscal Year 04-05 (as of January 25, 2005)**

Revenues (Contributions to the Dog Park Trust Account) \$1139.37 Expenditures by Parks Department from Trust \$ ( 0 ) Expenditures by Tigard Dog Park Committee from Trust \$ (186.04) Expected Expenditures by Committee for balance of fiscal 2005 \$ (840) Revenues (City Grant Funds) \$450.00 Expenditures by Tigard Dog Park Committee from Grant \$(342.71) Expected Expenditures by Committee for balance of fiscal 2005 \$ (118) Expenditures by in-kind donations from committee \$(287.00)

### **Fiscal Year 06-07 (as of January 25, 2007)**

Revenues (Contributions to the Dog Park Trust Account) \$716.53
Expenditures by Parks Department from Trust \$(0)
Expenditures by Dog Park Committee from Trust \$(125.34)
Expected expenditures by Committee for balance of fiscal 2006 \$(10.64)
Revenues (City Grant Funds) \$400.00
Expenditures by Dog Park Committee from Grant \$(396.33)
Expenditures by in-kind donations from Committee \$(100)

### Fiscal Year 07-08 Proposed Budget

Revenues (Contributions to the Dog Park Trust Account) ~\$500 Expenditures (kiosk at Ash St., upgrades & repairs at all parks) ~\$1500

- **a.** Audit report or financial statement for last fiscal year: see attached from Roger Dawes, Senior Accountant, City of Tigard Finance Department
- b. Articles of Incorporation: None
- c. 501 (C) (3) status: None

# Detailed Trial Balance General Ledger

User: roger Printed: 01/16/2007 - 10:14 Period 1 to 7, 2007



		100-00		08/22/2006 CR 02 000403 09/12/2006 CR 03 000166 09/19/2006 CR 03 000293	88	07/27/2006 AP 01 000359	07/13/2006 CR 01 000195	07/13/2006 CR 01 000195	07/13/2006 CR 01 000195	100-0000-229081 07/10/2006 CR 01 000099	100 LIABILITIES	Account Number
LIABILITIES Totals:	100-0000 LIABILITIES Totals:	100-0000-229081 Totals:	Cash Receipts Batch 004.11.2006 Cash Receipts Batch 409.11.2006 Cash Receipts Batch 316.12.2006 Cash Receipts Batch 316.12.2006	Cash Receipts Batch 322.08.2006 Cash Receipts Batch 412.09.2006 Cash Receipts Batch 319.09.2006 Cash Receipts Batch 319.09.2006	STE12605 - James Stevens Cash Receipts Batch 404.08.2006	Cash Receipts Batch 414-7-2006 GAR11774 - Chris Garsteck	Cash Receipts Batch 414-7-2006 Potso Tigard Dog parks	Cash Receipts Batch 414-7-2006 Summerlake Tigard Dog parks	Cash Receipts Batch 310-7-2006 Ash Street Tigard Dog parks	Dog Parks Trust Account SHIRLEY & PAUL BROWN	GENERAL FUND	Description
					Ck# 46681	Ck# 46461	# 28391	# 28391	# 28391	# 28338		Budget B
(1,403.67)	(1,403.67)	(1,403.67)										Beginning Balance Debit
125.34	125.34	125.34	0.00	0.00 0.00 0.00	20.99 0.00	104.35	0.00	0.00	0.00	0.00		Balance Debit This Period Credit This Period Ending Balance
716.53	716.53	716.53	85.00 168.01 15.00 5.00	25.00 158.68 10.00	95.00 95.00	0.00	49.15	53.40	12.29	20.00		it This Period 1
(1,994.86)	(1,994.86)	(1,994.86)										Ending Balance

# General Ledger Detailed Trial Balance

User: roger Printed: 01/16/2007 - 10:13 Period 1 to 7, 2007

Account Number



Budget Beginning Balance Debit This Period Credit This Period Ending Balance

				100-000	100 LIABILITIES 1100-0000-229079 07/03/2006 GL 01 000003 08/16/2006 AP 02 000279 08/16/2006 AP 02 000279 10/03/2006 AP 04 000040 10/31/2006 AP 04 0000474 11/03/2006 AP 05 000052
Report Totals:	100 Totals:	LIABILITIES Totals:	100-0000 LIABILITIES Totals:	100-0000-229079 Totals:	GENERAL FUND  Dog Park Social Service Grant Grant funds for FY 06-07 Padbury - Julie Padbury Smi13750 - Nicole Smith Padbury - Julie Padbury GAR11774 - Chris Garsteck Smi13750 - Nicole Smith
0.00	0.00				Ck# 46947 Ck# 46959 Ck# 47827 Ck# 48224 Ck# 48346
(6.97)	(6.97)	(6.97)	(6.97)	(6.97)	
396.33	396.33	396.33	396.33	396.33	0.00 109.96 4.65 164.95 86.77 30.00
400.00	400.00	400.00	400.00	400.00	400.00 0.00 0.00 0.00 0.00 0.00
(10.64)	(10.64)	(10.64)	(10.64)	(10.64)	

		Account Number
Report Totals:	100 Totals:	Description
0.00	0.00	Budget Beginning
(1,403.67)	(1,403.67)	Beginning Balance Del
125.34	125.34	g Balance Debit This Period Credit This Period Ending Balance
716.53	716.53	edit This Period
716.53 (1,994.86)	716.53 (1,994.86)	Ending Balance

#### Michelle Wareing - Family Fest Budget

From: Joanne Bengtson
To: Michelle Wareing
Date: 2/6/2007 1:53 PM

Subject: Family Fest Budget

Roger told me to e-mail you the numbers for Family Fest to be held on Sept 6-8, 2007.

5000-fireworks

200- Event promo

500- library activities

200- ice cream

500 - fun run

100 - event to be named (either scavenger hunt or showcase/magic show)

Joanne Bengtson
Executive Assistant to the City Manager
13125 SW Hall Blvd
Tigard, OR 97223

Ph:503-718-2476

Fax: 503-684-7297

joanne@tigard-or.gov

"Whatever you are, be a good one."

-A. Lincoln

### CITY OF TIGARD, OREGON 13125 SW HALL BLVD. TIGARD, OREGON 97223 503-639-4171

## FY 2007-08 COMMUNITY EVENTS FUNDING REQUEST

	Due: February 5, 2007	$\overline{}$
Event Name:	Tigard Festival of	Balloons
Address:	19600 Ses Cipale Ro	xad
City, State, Zip:	Tualatin, OR. 970	062
Contact Name:	DAVE DICOLI	
Telephone Number:	503,612.8200	
E-mail address:	dnicoli@DPNicoli.Co	M
1. Request (exp	oress in whole dollar amounts only)	
Cash		\$10,000.00
	vices (use of City property, City staff support, plain the services requested on a separate sheet)	\$10,000.00
Total Reque	est	\$ 75,000°°
2. Purpose of I and o Cash	Funding Request: In order to produ PFSet the expenses, we Sponsorships and i	uce the festival require n-Kind donations
that	is event benefit the Tigard Community? This e y with a positive and helps non-profit organ raise and promotes Lo	1, Zation s
4. How many these events	Figard <u>residents</u> do you anticipate participating in	this event (or

5. Please submit the following information with this request:

- a. Detailed budget, including FY 2005-06 actual expenditures, FY 2006-07 Adopted Budget, and FY 2007-08 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. \*
- b. Audit report or financial statements for the last fiscal year.\*
- c. Articles of Incorporation.
- d. 501(c)(3) status.
- e. Organization Bylaws

An electronic version of this application is available by contacting Liz Lutz at <u>lizbeth@tigard-or.gov</u> or it can be obtained from the City's website at <u>www.tigard-or.gov</u>.

<sup>\*</sup> Lack of adequate financial information could result in denial of request.

# 2006 Tigard Festival of Balloons Profit & Loss Statement

start.			Actua	Budget			
lı .	Income:		2006			2007	
-				and the second of the second o			
	1 Activities		\$ 13,350.00		\$	16,500.00	•
	2 Balloons		\$ 6,500.00		\$	6,500.00	en en en en
	3 Carnival		\$ 14,850.00		\$	15,000.00	
	4 Field Merchants		\$ 27,166.00		\$	27,000.00	
	5 Food Vendors		\$ 10,025.00		\$	11,500.00	
	6 Gate		\$ 50,266.70		\$	60,000.00	
	7 Ice		\$ 120.00		\$	200.00	
	8 Merchandise Sales		\$ 300.00		\$   \$	400.00	
	9 Parking		\$ 17,015.31		\$  \$	23,000.00	
	10 Shuttle		\$ 3,564.42		\$	4,000.00	
			\$ 45,700.00		Ψ   \$ ~	47,000.00	
	11 Sponsorship		<b>Φ 45,700.00</b> · · · · ·		<b>a</b>	47,000.00	* * * * * * * * * * * * * * * * * * * *
	Total Income		<u>\$</u>	188,857.43			\$ 211,100.00
 	Expenses:						
	1 Advertising		\$	12,500.00	\$	11,000.00	
İ	2 Awards		\$	4,667.12	\$	4,700.00	
	3 Food & Beverage		\$	737.46	\$	800.00	
	4 Commissions		\$	24,218.18	\$	26,500.00	
	5 Electrical		\$	6,830.00	\$	7,000.00	
	6 Equipment Rental		\$	2,562.00	\$	2,850.00	
	7 Fireworks		\$	_,	`	_,	
	8 Garbage		\$	_			
	9 Insurance		\$	9,358.00	\$	9,500.00	i
	10 Labor		\$	4,455.00	\$	4,250.00	
	11 Lodging		\$	4,670.40	\$	5,000.00	•
	12 Music		\$	14,650.00	\$	15,700.00	
	13 Office		\$	6,045.07	<b>s</b>	6,900.00	
ļ	14 Pilot Expenses		\$	5,124.70	\$	5,650.00	
	15 Port-A Potties		\$	2,846.00	<b> </b> \$	3,000.00	
	16 Printing		\$	476.00	\$	4,500.00	
	17 Propane & Diesel		\$	3,406.45	\$	3,600.00	
	18 Security		\$	5,122.98	\$	6,000.00	
	19 Shirts & Clothing		\$	2,103.00	\$	2,150.00	
	20 Signs		<b>Š</b>	2,949.80	\$	5,750.00	
	21 Sound Equipment	1	\$	4,450.00	\$	4,450.00	
	22 Storage		\$	2,700.00	\$	2,800.00	
	23 Telephone		\$	333.35	\$	350.00	
	24 Tents & Staging	1	\$	18,063.00	\$	19,500.00	
	25 Videographer	1	\$	4,500.00	\$	4,500.00	
	26 Website	1	\$	2,500.00	\$	2,500.00	
	Total Expenses		· ·	145,268.51		158,950.00	
111	NET INCOME		<u>\$</u>	43,588.92	\$	52,150.00	
IV	DPN Donated Labor &	Ad	min <u>\$</u>	90,000.00	\$	90,000.00	
V	Net Loss		\$	(46,411.08)	\$	(37,850.00)	
L	A						l

### CITY OF TIGARD, OREGON 13125 SW HALL BLVD. TIGARD, OREGON 97223 503-639-4171

### FY 2007-08 COMMUNITY EVENTS FUNDING REQUEST

Event Name:	<u>Due: February 5, 2007</u> 2nd Annual Seeding Our Future benefiting the Foundation for	r Tigard Tualatin Schools
Address:	6960 SW Sandburg	<ul> <li>June 23, 2007</li> <li>tentatue June 28,</li> </ul>
City, State, Zip:	Tigard, OR 97223	<u> </u>
Contact Name:	Becky Hurd	
Telephone Number:	503-639-7789 (Becky) and 503-4	131-4024 (Foundation office vowema
E-mail address:	hurd family & venzon net (Becky)	in to @ foundation 4 smart kids.org
1. Request (exp	ress in whole dollar amounts only)	
Cash		\$ 1000
	ices (use of City property, City staff support, plain the services requested on a separate sheet)	\$
Total Reque	st	\$ 1001
2. Purpose of F	unding Request:	
Dle	attached	

3. How will this event benefit the Tigard Community?

see attached

4. How many Tigard <u>residents</u> do you anticipate participating in this event (or these events)?

See attached

- 5. Please submit the following information with this request:
  - a. Detailed budget, including FY 2005-06 actual expenditures, FY 2006-07 Adopted Budget, and FY 2007-08 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. \*
  - b. Audit report or financial statements for the last fiscal year.\*
  - c. Articles of Incorporation.
  - d. 501(c)(3) status.
  - e. Organization Bylaws
- \* Lack of adequate financial information could result in denial of request.

An electronic version of this application is available by contacting Liz Lutz at <a href="mailto:lizbeth@tigard-or.gov">lizbeth@tigard-or.gov</a> or it can be obtained from the City's website at <a href="www.tigard-or.gov">www.tigard-or.gov</a>.

Please see enclosed materials

### City of Tigard FY 2007-08

#### **Community Events Funding Request**

**Event:** 

#### **Seeding Our Future Garden Tour & Art Show**

Benefiting The Foundation for Tigard Tualatin Schools

#### 1. Request

Cash	\$1000
In-Kind Services*	<u>\$1</u>
<b>Total Request</b>	\$1001

<sup>\*</sup> In-Kind Services requested: It would be nice if the city could include this event in Tigard's Cityscape newsletter (this was done last year), the Tigard city calendar, display an event poster at city hall, and any other free advertising the city sees appropriate.

#### 2. Purpose of Funding Request:

We are in need of cash to help with print/copy costs\*\* for advertising the event within and outside the Tigard Community. Print/copy items we must outsource include:

Poster	11x17	200 pcs	new for 2007
Flyer	8.5x11	15,000 pcs	see last years flyer for reference
Postcard	large postcard	5000 pcs	see last year's postcard for reference

<sup>\*\*</sup> In 2006 we negotiated a considerable discount on print/copy costs from suppliers for all the above materials. The dollars requested would help us with the costs of these items.

#### 3. How will this event benefit the Tigard Community?

The Tigard community will enjoy a day of garden fun that will:

- Enhance Tigard's image by showcasing and promoting fabulous extraordinary private gardens in our community.
- Develop community pride in the beauty that exists within our city.
- Provide an opportunity for the Tigard community to view and purchase juried, hand crafted, garden-themed artwork from selected Northwest artists in a community art event.
- Introduce the Tigard community to the mission and goals of The Foundation for Tigard Tualatin Schools and reinforce our belief that is echoed in our tagline 'smart kids, smart community.'
- Raise funds to hire additional educators in our city's public schools.
- Promote the goodwill of the City of Tigard by listing it as an Event Sponsor in our promotions within and outside our community.

The committee has worked hard to create a community event that showcases the beauty in our city. Attached you will find our 2006 event materials as an example of the quality of our event and the benefit it brings to our community. We have the support of several local garden stores as ticket outlets for this event and although the garden tour requires a ticket, the art show is open to the public and will be held at Tigard High School in 2007. The artists for our garden-themed art show and sale are juried, offering only the highest hand crafted quality. Several of our artists are Tigard residents

#### 4. How many Tigard residents do you anticipate participating in this event?

200 tour attendees (33% increase based on 2006 attendance of residents)

500 shoppers to the art show (33% increase based on 2006 attendance)

- 50 student volunteers creating raffle items, day of event, flyer distribution, etc.
- 50 community volunteers, garden hosts, committee members, etc.

#### 5. Please submit the following information with this request:

- a. Detailed budget
- b. Audit report
- c. Articles of Incorporation
- d. 501(c)(3) status
- e. Organization Bylaws

All the above items are attached.

\*\*\*\*

# Foundation for Tigard Tualatin Schools 2007 Budget



	Budget
Description	Net Income /
	(Expense)
Fundraising / Events	
Phonathon	\$60,000
Garden Tour	\$10,000
Balloon Festival	\$10,000
Art in the Burbs	\$10,000
Cheese, Choc & Cheers	\$20,000
End of the Year Appeal	\$15,000
Corporate Donations	\$10,000
Innovative Grant Program	\$5,000
Capacity Building Grants	\$25,000
Investment Income	\$3,500
Total Revenue	\$168,500
Programs/Outreach	
Foundation Educators	(\$100,000)
Innovative Programs - School Grants	(\$5,000)
Scholarships	(\$3,500)
Business Community Outreach - Breakfst	(\$500)
Caring Community	(\$10,000)
Operational	
Staffing: Exec. Director	(\$40,000)
Marketing Collateral	(\$2,500)
Newsletter	(\$750)
Non-personnel Exp	(\$6,500)
Total Expenditures	(\$168,750)
Budget Surplus/(Deficit)	(\$250)

# Foundation for Tigard Tualatin Schools Balance Sheet

As of December 31, 2006

	 Total
ASSETS	
Current Assets	
Bank Accounts	
West Coast Bank	 60,673.33
Total Bank Accounts	\$ 60,673.33
Total Current Assets	\$ 60,673.33
Fixed Assets	
Computers	 1,063.68
Total Fixed Assets	\$ 1,063.68
Other Assets	
Caring Cummunity Bank Account	15,182.04
McDonald Investment Account	262,536.47
Total Other Assets	\$ 277,718.51
TOTAL ASSETS	\$ 339,455.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Grants payable - Foundation Educators Program	 100,000.00
Total Accounts Payable	\$ 100,000.00
Other Current Liabilities	
Due to Deer Creek	 28,468.32
Total Other Current Liabilities	\$ 28,468.32
Total Current Liabilities	\$ 128,468.32
Total Liabilities	\$ 128,468.32
Equity	
Opening Bal Equity	630.32
Permanently restrict net assets	
Arveson Scholarship Fund	51, <b>06</b> 4. <b>3</b> 8
Birk Scholarship Fund	13,988.97
Hibbard Scholarship Fund	3,579.56
Kohler Scholarship Fund	48,640.43
Pohl Scholarship Fund	20,467.87
Total Permanently restrict net assets	\$ 137,741.21
Temporarily restrict net asset	
Caring Community Fund Balance	 15,180.73
Total Temporarily restrict net asset	\$ 15,180.73
Unrestrict (retained earnings)	32,380.20
Unrestricted net assets	0.00
Net Income	25,054.74
Total Equity	\$ 210,987.20
TOTAL LIABILITIES AND EQUITY	\$ 339,455.52

# Foundation for Tigard Tualatin Schools Profit & Loss January - December 2006

	Total
Income	
B, C & C	5,900
B, C & C - Card Sales	-30
B, C, & C - Call for Donations	3,405
Promotion	-170
Total B, C & C	9,105
Contributed support	
Corporate Matching Gifts	4,264
Corporate/business grants	371
Tonkin Auto Dealers	4,175
Total Corporate/business grants	4,546
Indiv/business contribution	3,714
Total Contributed support	12,524
Earned revenues	•
Dividends & interest-securities	1,516
Interest-savings/short-term inv	49
Total Earned revenues	1,565
Fundraising Activities	929
Direct Mail Campaign	
Direct Mail Receipts	13,598
End of Year Campaign - 2006	3,510
Transfer to Caring Community	-1,774
Total Direct Mail Campaign	15,334
Garden Tour	
Garden Tour Income	5,977
Art Show Artists	-8,787
Art Show Expenses	-135
Art Show Income	11,411
Garden Tour Promotion	-2,584
Total Garden Tour Income	5,882
Total Garden Tour	5,882
Phonathaon	,
Misc. Expenses	-1,400
Pledges Collected	50,922
Company Match	1,148
Total Pledges Collected	52,070
Promotion	-37
Total Phonathaon	50,633
Plant Sale	
Plant Sale Revenue	31,757
Supplies	-473
Total Plant Sale	31,283
Total Fundraising Activities	104,061
Total Income	127,255

# Foundation for Tigard Tualatin Schools Profit & Loss

January - December 2006

Expenses	
Grants to Schools	100,000
Non-personnel expenses	
Awards	119
Bank Charges & Fees	977
Dues	382
Equip rental & maintenance	484
Insurance	234
Misc.Expense	916
Newsletter	591
Postage	39
Total Newsletter	630
Postage, shipping, delivery	1,974
Printing & copying	267
Promotion	91
Software	1,718
Supplies	193
Taxes & Licenses	105
Total Non-personnel expenses	8,090
Scholarships	3,000
Total Expenses	111,090
Net Operating Income	16,165
Other Income	
McDonalds Interest	6,608
Money Market Interest-WCB	150
Unrealized gain (loss)	•
Unrealized gain(loss) - investm	2,131
Total Unrealized gain (loss)	2,131
Total Other Income	8,890
Net Other Income	8,890
Net Income	25,055

Sunday, Jan 28, 2007 10:19:04 PM GMT-8 - Accrual Basis

# 2007 Seeding Our Future Garden Tour & Art Show BUDGET 1/1/07 - 12/31/07 approved 1/12/07 (updated 1/6/07)

Item	Details	2007 Budget	2007 Actual	notes
Expenditures				
Insurance				
	event rider (covers Foundation only)	0		per legal not needed
Legal Fees				
	Garden Host Agreement	0		donated
	Artist Agreement	0		donated
	Tour Program Disclaimer	0		donated
	Sponsorship Agreement	0		donated
Graphic Design				
	logo	0		donated
	postcard	0		donated
	invitation	0		donated
	poster	0		donated
	flyer	0		donated
	Handout	0		donated donated
	Program	0	<u> </u>	donated
	banner	0		donated
	lawn & directional signs	0		donated
Printing/Photocopy			11111111111111	40.14.04
	Garden Host Application	0		donated
	Garden Host Review Form	0		donated
	Garden Host Agreement package	0		donated
	Garden Tour Volunteer Info	0		donated
	In garden signage	0		donated
	Artist Application/agreement package	0		donated
	Artist Followup mailing	0		donated
	Art Show Volunteer Info	0		donated
	in garden signage	0		2006 expense; new is donated
	Flyer	500		\$1.00/page for 500pcs color; 14,500pcs B&W donated
	Ticket	. 0		donated
	Program	0		donated .
	Handout	.0		donated
	Thank You card	0		donated
	artshow sandwich boards/banner	200		signscope
	invitation - Preview Reception	700		3500pcs; digital print
	Postcard	1000		5000pcs; 4 color print
	Banners	200	•	signscope; 2 @ \$100each - updates to banners, one per city
	Lawn Sign - event	0		2006 expense
	Lawn Sign - arrow	0		2006 expense
Laminating		7-2-2-3-3		
	outdoor signage	50		arrows
Advertising/Publicity			1474	
	Times	400		June 14, 21 - two Thursday's prior to event, possible before mother's day May 3 also.
	Community Newspapers - Home & Garden Special section	0		April special section. Likely will have a story so wont need ad.
	Community Newspapers - Lifestyles section	0		June. 2col x 5" is \$150. Unless there's a relevant theme section, will not do.
	Regal Courier	150		Try for a story instead due to the Summerfield gardens.
	Oregonian Homes & Gardens	300		June 21, Thursday prior to event

## 2007 Seeding Our Future Garden Tour & Art Show BUDGET 1/1/07 - 12/31/07 approved 1/12/07 (updated 1/6/07)

Item	Item Details		2007 Actual	notes	
	·	2007 Budget			
	Thank you ad w/ every name	0		approx 8x10 in 2005 was \$266. Letter to editor is option.	
Postage					
	Garden Host Application	0	<u> </u>	donated	
	Garden Review Form	0′		donated	
	Garden Review Thank You	0		donated	
	Garden Host Agreement pkg	0	<b>_</b>	donated	
	Master Gardener Volunteer pkg	40			
	Artist Applications/Agreement pkg	45			
	Artist Followup mailing	45			
	Art Show Volunteer Package	0		by email/phone	
	Postcard	525		3500 x \$0.15 bulk	
	Pre-Event Invite	525		3500 x \$0.15 bulk	
F224	Thank You's	20		50 x \$0.39 first class	
Food	Describer Describer food				
	Preview Reception food	0		donated	
	Preview Reception misc	200		napkins, toothpicks, ice, water, center pieces, misc	
· · · · · · · · · · · · · · · · · · ·	artist box lunches	175		Café Allegro 25@\$7.00 (1/2 price)	
	artist/volunteer water	75			
	art show espresso bar/refreshments for sale	0			
	Volunteer cookies	0		donated	
Raffle					
	Supplies to make raffle items	100		most supplies donated	
	raffle tickets	10			
custodial fees	THO				
Annana fan valumtaana	THS	0		donated	
Aprons for volunteers	aprons 50 @ \$5.00	0		2006 expense	
	screen print graphic	0	<del> </del>	2006 expense	
Garden Host Thank you	Screen print graphic	<u> </u>		2000 expense	
Garden Host Thank you	photograph printing	25		8 sets of 8 pictures = 64 pictures	
	notecards ribbon	40		8 sets of 8 pictures = 64 cards	
	picture CD	0	ļ	donated	
Greeting Card Program	picture CD	A A		donated 330 sets for sale at Art show/ Art in Burbs	
	Prints .	304		4 freq buyer cards (500 pics/card) @ \$76/each	
	card/envelope	320		8 packs (250/pk) @ \$40	
	ink cartridge/printing	100		ο ρασίο (200/ph/) & φ40	
	cellophane bags	28		3 packs (100/pk) @ 7.00	
	spray mount/rubber cement	20		o pacino (Toorphy & 7.00	
Host Lawn Repair		<del></del>			
	lawnseed for overseeding	25		per agreement will reseed if needed.	
Misc Supplies					
·	address labels	40		tickets, postcard, invites	
	In garden signage paper	0		2006 expense	
,	name tags	100			
	Master Gardener recruiting display	0		donated	
			ļ		
	Plastic sign holders - art show tables  3% bank fee on artist show charges	25 45		4 @ \$6.25	
	tableclothes, misc	100			
	tablecionies, misc	100			

Item	Details	2007 Budget	2007 Actual	notes
EXPENSES		6432		
E				
The state of the s	Garden Tour Ticket Sales	6000		300 tickets @ \$20
	Backyard Bird Shop			
	Al's			
	Gardener's Choice			
	Garden Corner			
	TuHS			
	THS			
	Foundation/Committee			
	Day of event			
	Artist Application Fee	1400		40 artists @ \$35
	20% commission on Artist sales	4000		(20% of \$500) x 40 artists
	Sponsorships	1000		
	refreshment sales	0		not for 2007
	raffle ticket sales 400			200 @ \$2
	Greeting Card Sales	3000		300 sets \$10/each
INCOME		15,800		
INCOME		10,000		

# 2006 Seeding Our Future Garden Tour & Art Show BUDGET 1/1/06 - 12/31/06 approved 1/6/06; updated 11/28/06 w/actuals, notes

Item	Details	2006 Budget	2006 Actual	notes/updates after 1/6/06
Expenditures				
Insurance				
	rider to cover foundation	0	0	not needed per legal advise
Legal Fees	A HOLD HARMS IN THE STATE OF TH			
	Garden Host Agreement	0	0	donated
	Artist Agreement	0	0	donated
Graphic Design		0		
	logo		0	donated
	postcard		0	donated
	flyer		0	donated
	ticket		0	donated
	handout		0	donated
	program		0	donated
	banner		0	donated
	lawn & directional signs		0	donated
Photocopying		100		
, , ,	Garden Host Application		О	donated
	Garden Host Review Form	<del> </del>	0	donated
	Garden Host Agreement		0	donated
, , , , , , , , , , , , , , , , , , , ,	Garden Prep Tips	+	0	donated
181 (1.31)	Volunteer Information		<del> </del>	
	Volunteer information		0	donated
Computer Printing	The Control of the Co			
	signage	100	0	donated
Misc Supplies		0	00.50	
	paper		20.59	yellow signage paper
	name tags		50.00	\$50/200 name tags
	Posterboard - garden board		13.00	\$13 (2@6.45/sheet)
	Paper - sandwich boards		15.00	\$15 (12@1.25/sheet)
	Contact paper - sandwich boards		13.00	\$13 (4@3.29/roll)
	Plastic sign holders (art show table)		24.00	\$24 (3@7.99/each)
	stakes fo signage in garden/at school		28.00	\$28.00 (4@6.97/bundle of 12)
	notebooks	<del> </del>	34.90	10 @3.49
	Garden Stakes		0	\$131.25, donated
	Galden Clakes	<u> </u>		\$131.23, donated
_aminating				
•	outdoor signage	300	429.00	
Printing		3000	1.20.00	
inimi	Banner	3000	260.00	\$160 42"Hx114"L (Tual)
			200.00	\$100 4' x 6' (Durham/Hall)
	Ticket		40.00	\$15 printing, donated \$40 address labels
	Flyer		0	\$178 B&W copy - donated \$500 color - donated (500 @\$1.00/pg)
	Postcard	<u> </u>	895.00	\$895/5000pcs
	Program		0	\$120/500pcs (\$0.24/pc) - donated
	Handout		0	\$15.14/500pcs - donated
	Lawn Sign - event/directional		728.00	\$728 signs
	2 2.9 3.3 3 3 3 3		120.00	\$120 stakes (17@6.97/bundle of 12)
			79.00	\$79 hardware
*	Lawn Sign - arrow	1	100.00	\$100/100pcs
	Pre-Event Invites		178.00	\$178/250pcs invites
			18.00	\$6/100 envelopes (3) = \$18
	in garden signage - paper,ink		0	donated

# 2006 Seeding Our Future Garden Tour & Art Show BUDGET 1/1/06 - 12/31/06 approved 1/6/06; updated 11/28/06 w/actuals, notes

Item	Details	2006 Budget	2006 Actual	notes/updates after 1/6/06
Advertising/Publicity				
<u> </u>	"Blow In" to Times	0	0	not for 2006
	Zip code mailing	0	0	not for 2007
Postage		500		bulk mail price \$0.13/pc 2/06 per SusanSH
	2007 Garden Host Application		0	donated
	2007 Garden Review Thank You		0	donated
	Garden Host Agreement		0	donated
	Volunteer Information		О	\$52, donated
	Art Show Application		0	donated
	Artist Agreement		78.54	36.19 + 42.35 first class
	Postcard		383.84	276.50 bulk/ 107.34 first class
	Pre-Event Invite		112.36	first class
:	Thank You's		0	donated
Refreshments for sale	新克斯·克斯·克斯·克斯			
	food, ice, drinks	175	О	didn't have sales at artshow
Box lunch for artists				
	lunch boxes	90	135.00	Café Allegro 20@\$6.75 (1/2 price)
Raffle				
	Supplies to make raffle items	75	0	-
	tickets			denoted
California averta dial force	Hickets	0	0	donated
School custodial fees	Durham School			donotod
	Dumam School	0	0	donated
Aprons for volunteers	FO @ #F 00	0		
	aprons 50 @ \$5.00	0	0	donated
	screen print graphic	250	238.00	
Pre Tour Event				
_	Refreshments, misc	200	0	donated, napkins, toothpicks, ice
Espresso Bar	A STATE OF THE STA			
		0	0	
Garden Host Thank you		100		
	photograph printing		24.99	100 pics
<u></u>	notecards		38.94	100 notecards
Volunteer Thank you	The second secon			
	notecards	50	15.00	
Tigard Times Ad				
	Thank you to every name.	0	0	do letter to the editor 2006. Do for 2007
				tour. 2005 auction paid \$266 for 8x10.
Grass seed				
	overseeding	25	0	not needed
Greeting Cards		0		
	Prints		194.80	1000 prints (makes 166 sets)
	Stationary		0	750 5x7 cards/envelopes donated
	Stationary		35.30	250 5x7cards/envelopes
	ink cartridge		25.00	·
· .	cellophane bags		6.99	100 bags, other half donated
TOTAL		4965	4334.25	
INCOME				
Garden Tour Ticket Sales	200 tickets @ \$15	3000	3720.00	248 @ \$15
	TuHS			60
	THS			270
	Backyard Bird Shop			1200
	Al's			765
	E 1.11 /0 1.1			675
	Foundation/Committee		l	0/5

# 2006 Seeding Our Future Garden Tour & Art Show BUDGET 1/1/06 - 12/31/06 approved 1/6/06; updated 11/28/06 w/actuals, notes

ltem	Details	2006	2006	notes/updates after 1/6/06
		Budget	Actual	
Artist Application Fee	15 artists @ \$35	525	770.00	22 artists x \$35
15% commission on Artist	(15% x \$500) x 15 artists	1125	1550.69	based on total sales of \$10,337.94 (less
sales				3% on credit card sales)
15% commission on Retailer		0	0	not for 2006
sales				
refreshment sales		300	0	did not do for 2006
raffle ticket sales		100	373.00	
Greeting Card Sales			1600.00	approx 166 sets @ 10.00/each
Nike volunteer employee			2000.00	200hrs x \$10/hr employee match
match				
variance			200.00	donations at artshow, etc.
TOTAL		5050	10,016.00	

THIS SPACE FOR OFFICE USE ONLY

Submit the original done true copy 1.00

**Registry Number:** 

<u>249021-</u>81 (12-18-91)



SECRETARY OF STATE Corporation Division Business Registry 158 12th Street NE Salem, OR 97310-0210 (503) 378-4166 ASU-VISO

# ARTICLES OF INCORPORATION Nonprofit Corporation

## PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

ARTICLE 1:	Name of the companion. Microsof /	man latin Gabaala	77 7 ( )	
ARTICLE 1.	Name of the corporation:Tigard/'	rualatin Schools	Foundatio	n ·
ARTICLE 2:	Type of corporation (check one only)	):		
	x Public benefit			
	Mutual benefit			
	Religious			
ARTICLE 3:	Name of the initial registered agent: _	Richard A. Carl	son	
	Residence or office address of register	ered agent (must be a	ı <b>street</b> addre	ss in Oregon):
	1500 SW First Avenue, #1170		Oregon	97201
	Street and number	City		Zip code
ARTICLE 4:	Principal office address:			
	13137 SW Pacific Hwy	Tigard	Oregon	97223
	Street and number	City		Zip code
ARTICLE 5:	Indicate if corporation will have member	ers:		
	Yes			
	x No			•
rporatio	Distribution of assets on dissolution or dissolution or any partial or on, its assets remaining after ots and liabilities of this cogard-Tualatin School District At no time shall the income of	r final liquidat r payment, or proproporation shall 23J exclusively	ovision for be distril for its p	r payment, buted ublic

to the benefit of any person or organization not organized for an exempt purpose meeting the requirements of Section 501(c)(3) of the Internal

Revenue Code.

NP-1 (4/90)

# ARTICLES OF INCORPORATION 'ONPROFIT CORPORATION

rage 2				
Name of co	rporation: Tigard,	Tualatin Schools	Foundation	
	•			
ARTICLE 7:	Name and address of a (If the corporation is a addresses below.)	•		irectors and their
	Daniel Larsen		17011 SW Rive	endell Dr. Tigard, O
	Kenneth Cheeley		15390 SW Ald	97224 erbrook Ct, Tigard, 97224
	Randy Livingston			9/224 e, Tigard, OR 97224.
ARTICLE 8:	Each director na	med has consented to	this appointment	·•
ARTICLE 9:	Optional provisions: See Article 9 attreference.	ached hereto and	incorporated	herein by
				•
ARTICLE 10	): Name and address of	•	1500 SW	ch & Carlson, P.C. First Avenue, 1170 d, OR 97201
	Richard A. Carlso Name	·	Address	
Execution:	RICHARD A. CARLS	ON Richard A	. Carlson	Incorporator
	Signature	Printed nam	le	Title
Person to co	ontact about this filing:	Richard A. Carls	on	224-0871
	_	Name	D	aytime phone number

Make checks payable to the Corporation Division. Submit the completed form and fee to: Corporation Division, Business Registry, 158 12th Street NE, Salem, Oregon 97310-0210.

NP-1 (4/90)

#### ARTICLE 9

#### Section A

The corporation is a public benefit corporation organized for charitable and educational purposes 1) To accept and expend funds in support of the curricular and extracurricular activities, programs and facilities of the public schools operated by the Board of Directors of the Tigard-Tualatin School District 23J and 2) To provide financial assistance to certain graduates of said public schools to aid in the pursuit of their post-secondary education, all of the above expenditures subject to the determination and approval of the corporation's Board of The corporation may take and hold by bequest, devise, gift, purchase or lease either absolutely or in trust, for the purposes stated above, any property, real or personal, without limitation as to amount of value; to sell, convey and dispose of any such property and to invest and reinvest the principal thereof, and to deal with and expend the income and principal of the corporation for any of the charitable and educational purposes set forth above. The corporation may engage in any lawful activity for which a corporation may be organized under ORS Chapter 61, provided that such activity meets the requirements of Section 501(c)(3) of the Internal Revenue Code.

The corporation may not engage in any activity for profit. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its directors,

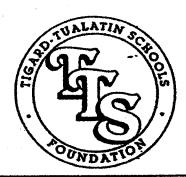
officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in furtherance of the purposes set forth in this article.

The corporation will not engage in propagandizement and will not attempt to influence legislation. Nor will the corporation participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these Articles of Incorporation, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as amended [or the corresponding provision of any future federal internal revenue laws], or (b) by a corporation contributions to which are deductible under Section 170 of the Internal Revenue Code, as amended [or the corresponding provision or any future federal internal revenue laws].

#### <u>Section B</u>

The number of Directors shall be fixed by the Bylaws of the corporation. Subsequent Directors shall be elected by a majority vote of directors then holding office. The term of office of a director shall be three (3) years and there shall be no limit on the number of terms a director may serve.



Federal Tax Identification Number for

Internal Revenue Service

94-3148515

Non-Profit 501 (c) 3 Status as of:

December 18, 1991

### State of Oregon

Secretary of State Corporation Division 158 12th Street NE Salem, Oregon 97310-0210 (503) 986-2200

Articles of Incorporation for Nonprofit Corporation Business Registry Number: 249021-81

**Date of Incorporation:** 

May 23, 1991

Entity Type: Domestic Non-Profit Duration: Perpetual



Phone: (503) 986-2200 Fax: (503) 378-4381

## Articles of Amendment—Business/Professional/Nonprofit

Secretary of State Corporation Division 255 Capitol St. NE, Suite 151 Salem, OR 97310-1327 FilingInOregon.com

Check the appropriate box below: BUSINESS/PROFESSIONAL CORPORATION

(Complete only 1, 2, 3, 4, 6, 7)
NONPROFIT CORPORATION (Complete only 1, 2, 3, 5, 6, 7)

**FILED** 

JUN - 1 2006

REGISTRY NUMBER:

249021-81

	OREGON SECRETARY OF STAT
In accordance with Oregon Revised Statute 192.410-192.490, the informative must release this information to all parties upon request and it will be precise.	
Please Type or Print Legibly in Black Ink.	posted on our website. For office use on
1) NAME OF COPPORATION PRIOR TO ASSESSED TO	
1) NAME OF CORPORATION PRIOR TO AMENDMENT: Tigard-Tuala	itin Schools Foundation
2) STATE THE ARTICLE NUMBER(S) AND SET FORTH THE ARTICLE(S) AS  Name change only - Aust (- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	S IT IS AMENDED TO READ. (Attach a senarate sheet if percentage)
Name change only - Art. 1 - Foundatio	n For The Tigard Tualatin Sch
-	gard radiatin sch
3) THE AMENDMENT WAS ADOPTED ON: May 16, 2006	
(If more than one amendment was adopted, identify the date of adoption of each	h amendment )
BUSINESS/PROFESSIONAL CORPORATION ONLY	
CHECK THE APPROPRIATE STATEMENT	Nonprofit Corporation Only
Shareholder action was required to adopt the amond to the	5) CHECK THE APPROPRIATE STATEMENT
vote was as follows:	Membership approval was not required. The amendment(s) was approved by a sufficient vote of the board of directors of
Class or Number of Number of Number of Series of Shares votes entitled votes cast	modifications.
shares outstanding votes entitled votes cast votes cast to be cast FOR AGAINST	Membership approval was required. The membership vote was as follows:
	Class(es) Number of Number of Number of Number of
Shareholder action was not required to	to vote entitled to vote votes entitled to vote to be cast FOR AGAINST
Shareholder action was not required to adopt the amendment(s). The amendment(s) was adopted by the board of directors without shareholder action.	
The corporation has not issued any shares of stock. Shareholder	
action was not required to adopt the amendment(s). The amendment(s) was adopted by the Incorporators or by the board of directors.	
51 411 53 to 13.	
EXECUTION Signature	
Mana Printed Name	Title
Maureen J. Wol	If Treasurer
CONTACT NAME (To resolve questions with this filing.)	
•	FEES
Maureen J. Wolf	Required Processing Fee \$50
DAYTIME PHONE NUMBER (Include area code.)	No Fee for Nonprofit Type Change Only  Confirmation Copy (Optional) \$5
503.579.0001	Processing Fees are nonrefundable
220.011.001	Please make check payable to "Corporation Division."
	Fees may be paid with VISA of Meeting and The
	and expiration date should be submitted on a separate sheet for your protection.

113 (Rev. 3/04)

#### **BYLAWS**

OF

#### FOUNDATION FOR TIGARD TUALATIN SCHOOLS

#### ARTICLE 1

#### STATEMENT OF PURPOSE

The goal of the Foundation for Tigard Tualatin Schools is to enrich the quality of education in the Tigard-Tualatin School District. The Foundation was organized exclusively for charitable and educational purposes in order to receive donations, gifts and bequests that the Foundation will then utilize to provide scholarships for graduate students and to support the curricular and extra-curricular activities, programs and facilities of the public schools within the Tigard-Tualatin School District. By receiving and expending funds in this manner, the Foundation strives to recognize and encourage academic excellence.

#### **ARTICLE 2**

#### **OFFICES**

- 2.1 <u>Principal Office</u>: The Foundation's principal office at the time of the adoption of these Bylaws is 6960 S.W. Sandburg Street, Tigard, Oregon 97223. The Board of Directors at any time or from time to time by resolution may fix and change the location of the principal office.
- 2.2 Other Offices: Branch or subordinate offices may be established at any other place or places from time to time, by the Board of Directors.

**ARTICLE 3** 

**DIRECTORS** 

- 3.1 <u>Number of Directors</u>: The Board of Directors shall consist of not less than seven persons nor more than twenty-four persons. The exact number shall be fixed from time to time by an affirmative vote of a majority of the directors then holding office. If through resignations or otherwise there are at any time fewer than three directors, they may nonetheless transact business provided that the finding of replacement directors is made a priority.
- 3.2 <u>Powers</u>: Subject to the limitations of the Articles of Incorporation, of other sections of these Bylaws, and of Oregon law, all powers of the Foundation shall be exercised by, or under the control of, the Board of Directors. Without limiting the general powers, the Board of Directors shall have the following powers:
- 3.2.1 To select and remove all the officers, agents, and employees of the Foundation, to prescribe their duties, fix their compensations, and require from them security for faithful service.
- 3.2.2 To conduct, manage, and control the affairs and business of the Foundation, and for that purpose, to execute and deliver in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, hypothecation or other evidence of debt and securities.
- 3.2.3 To change the principal office and establish subsidiary or branch offices as provided in Article 2 hereof, and to designate any place within the State of Oregon for the holding of any meetings.
- 3.2.4 To solicit and accept on behalf of the Foundation contributions, gifts, bequests, or devises for the general or any other legal purpose of the Foundation.

#### 3.3 Composition and Establishment of Board:

3.3.1 All directors whose appointment and term of office is not expressly provided for in subsequent sections of these Bylaws shall be elected by the incumbent Board of Directors and shall serve terms of three (3) years, beginning on the date of their election. Directors shall be elected by a majority vote of the Directors present at the Foundation's annual meeting. Prior to the annual meeting, the President shall appoint a nominating committee whose chairperson shall propose a list of director nominees at the

annual meeting. Nominations from the floor shall also be accepted. Any person shall be eligible to serve more than one term, whether or not consecutive, although no director may serve longer than three consecutive terms.

- 3.3.2 The Superintendent of the Tigard-Tualatin School District 23J or his designee shall serve as an <u>ex officio</u> member of the Board of Directors. The Board may from time to time designate other members of the Tigard-Tualatin School District's administrative staff as <u>ex officio</u> members of the Board. <u>Ex officio</u> Board members have no voting privileges, but otherwise have full right to participate in all Board meetings.
- 3.3.3 The Board of Directors may from time to time elect as honorary or advisory members of the Board persons who in the directors' judgment will benefit the Foundation by reason of their interest in its affairs, or their background, expertise, or standing in the community or otherwise. Such honorary or advisory members may attend meetings and serve in such capacities as the Board may determine. Their terms may be fixed or indefinite as the Board determines in each instance. Honorary Directors have no voting privileges, but otherwise have full right to participate in all Board meetings.

#### 3.4 Vacancies:

- 3.4.1 Vacancies on the Board shall be filled by an affirmative vote of a majority of the directors that are then in office, even though less than a quorum, or by a sole remaining director.
- 3.4.2 A reduction of the authorized number of directors shall not have the effect of removing any director from office prior to the normal expiration of his or her term.

#### 3.5 Place of Meeting:

3.5.1 Meetings of the Board of Directors shall be held at any place within or without the State of Oregon that may be designated from time to time by resolution of the Board or by written consent of all members of the Board. In the absence of that designation, regular meetings shall be held at the principal office of the Foundation or at any other place within Washington County, Oregon, designated in a written meeting notice.

#### 3.6 Meetings, Notice:

- 3.6.1 The Board of Directors shall meet at least once in each calendar year. Additional special meetings shall be called at any time and for any purpose upon written request of the President or of two or more of the voting directors that are in office. Any such written request shall be filed with the Secretary of the Foundation.
- 3.6.2 Notice of the time and place of meetings shall be delivered personally or sent to each director, ex officio member, or Honorary member of the Board by mail or by other form of written communication, first class postage prepaid, at his or her address as shown on the records of the Foundation. If the director's, ex officio member's, or Honorary member's address does not appear in the corporate records, and is not otherwise readily ascertainable, that director or member's notice shall be delivered to the principal business office of the Foundation. The notice shall be delivered not less than seven (7) nor more than fifty (50) days before the date of the meeting. Any notice of a special meeting shall contain a statement of the purpose for which the meeting is called. No notice shall be required for any meeting (except the annual meeting) the time and place of which are determined at a duly called and held meeting of the Board and reported in the minutes of that meeting.
- 3.6.3 Each year the Board shall hold the annual meeting during the months of August, September, or October. The financial statement for the completed fiscal year shall be presented to the directors, ex officio members, and Honorary members and to all other persons invited to be present at the meeting. New members of the Board and officers of the Board shall be elected at the annual meeting. A written notice of the annual meeting shall be sent to all directors, ex officio members, and Honorary members of the Board. The Board may also send notices to other personnel who have expressed an interest in attending Board meetings, but it is not required to do so. The annual meeting notice shall be mailed at least ten (10), but no more than fifty (50) days prior to the annual meeting.

3.6.4 Robert's Rules of Order, Newly Revised, shall be the Parliamentary authority for all matters of procedure not specifically covered by these Bylaws or by specific rules of procedure adopted by the Board of Directors.

#### 3.7 <u>Waiver of Notice</u>:

- 3.7.1 Any director may waive notice of any meeting in writing before or after the meeting. The attendance of a director at any meeting shall constitute a waiver of notice of a meeting, except where a director attends for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.
- 3.7.2 The transaction of any business at any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though done at a meeting duly held after regular call and notice if a quorum be present and if, whether before or after the meeting, each of the directors then in office signs a written waiver of notice or a consent to holding such a meeting, or upon approval of the minutes of any such meeting at any subsequent meeting. Any written waiver or consent or any approval of the minutes of a challenged meeting shall be filed with the corporate records or made a part of the minutes of the meeting.
- 3.7.3 Any director who votes upon any matter at any meeting of the Board of Directors shall be deemed thereby to waive any defects in notice even if that director also objects to the transaction of any business because the meeting is not lawfully called or convened.

#### 3.8 Quorum:

3.8.1 Not less than one-third (1/3) of the actual number of directors shall be necessary to constitute a quorum for the transaction of business, except to adjourn. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as an act of the Board of Directors unless a greater number be required by the Articles of Incorporation, these Bylaws, or law. Any director may take part in any meeting of the Board of Directors by means of conference telephone or other communications equipment by which all persons participating in the meeting can hear each

other, and participation through such electronic means shall be the full equivalent of physical presence at a meeting. Voting by proxy shall not be allowed.

#### 3.9 Adjournment:

- 3.9.1 A quorum of the directors may adjourn at any director's meeting to meet again at a stated day and hour. In the absence of a quorum, a majority of the directors present at any Board meeting, regular or special, may adjourn until the time fixed for the next regular meeting of the Board.
- 3.10 Action Without Meeting: Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if all members of the Board of Directors with voting rights individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors and shall have the same effect as an action or resolution duly adopted at a properly called and held meeting of the Board.

#### 3.11 Removal, Compensation, Resignation:

- 3.11.1 A director may be removed from office with or without cause at a meeting called expressly for that purpose, but only by a two-thirds vote of the directors then holding office.
- 3.11.2 Any director may resign his or her position at any time either by written notice to the Board of Directors or by absence, without good cause shown, from three consecutive meetings of the Board. Absence without explanation shall be deemed to be without cause. Any resignations shall be effective as of the adjournment of the Board of Directors meeting at which the written notice of resignation is first received or as of the adjournment of the third consecutively missed meeting. Any Board member may withdraw his or her resignation, however expressed, before the time it becomes effective under this paragraph.
- 3.11.3 The directors shall receive no compensation, but the Board of Directors may, by resolution, reimburse or pay any director his or her out-of-pocket expenses, including travel, for attendance at any regular or special meeting of the Board.

#### 3.12 <u>Indemnification of Directors and Officers:</u>

- 3.12.1 The Foundation shall indemnify directors, officers, employees, or agents in the circumstances set forth in and required by ORS 65.394, ORS 65.407(1) or if required by a court pursuant to ORS 65.401. The Foundation may, by affirmative vote of a majority of the Board of Directors, indemnify any director, officer, employee, or agent of the Foundation against all or any portion of the expenses described in ORS 65.397 under the circumstances described in ORS 65.391 and ORS 65.404.
- 3.13 <u>Membership</u>: The Foundation as such is not a membership Foundation, and therefore there are no members with voting or other rights.

#### **ARTICLE 4**

#### **OFFICERS**

#### 4.1 Officers Designated:

4.1.1 The officers of the Foundation shall be President, President-Elect, one or more Vice Presidents (the number to be determined by the Board of Directors), Secretary, Treasurer, Past President, and such other officers as the Board of Directors may appoint. One person may hold two or more offices except those of President and Secretary.

#### 4.2 Election and Eligibility:

- 4.2.1 The Board of Directors, at its annual meeting, shall elect all officers for terms of one year, and each shall hold his or her office until he or she shall resign or shall be removed or otherwise disqualified to serve or until his or her successor shall be elected and qualified.
- 4.2.2 Officers shall be persons who are judged by the Board to be qualified because of general background, thorough familiarity with the operations of the Tigard-Tualatin School District, and/or professional experience or expertise.

#### 4.3 Removal and Resignation:

- 4.3.1 Any officer may be removed with cause by a majority of the directors present at any regular or special meeting of the Board.
- 4.3.2 Any officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the Foundation. Any such resignation shall take effect at the date of the receipt of the notice, or at any later time specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.
- 4.4 <u>Vacancies</u>: A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular elections to the office. However, the Board of Directors may choose to fill the vacancy only for the unexpired term of the previous officer.
- 4.5 President: The President is the chief executive officer of the Foundation and shall, subject to control of the Board of Directors, have general supervision, direction and control of the business and officers of the Foundation. Subject to the approval of the Board, he or she shall appoint the chairpersons and members of all standing committees and of all special committees. He or she shall preside at all meetings of the Board of Directors. The President shall, through a hired staff person (if any) seek contributions to the Tigard/Tualatin Schools Foundation. The President shall have the further obligation to monitor the projects funded by the Foundation in order to submit an annual report to the citizens of the Tigard-Tualatin School District, especially donors to the Foundation. The President shall be an ex officio member of all standing committees, and may sign, with the Secretary or any other proper officer of the Foundation authorized by the Board of Directors, any instruments which the Board of Directors has authorized to be executed, except when the execution of any instrument is expressly delegated by the Board, by these Bylaws, or by statute to some other officer or agent of the Foundation. The President shall also have all other powers and duties that may be assigned to him or her by the Board of Directors from time to time.

- 4.6 <u>President-Eclect</u>: The President-Elect shall learn the responsibilities of the President in order to assume the position the following year. The President Elect shall perform duties as determined by the President and Board of Directors to be of highest importance.
- 4.7 <u>Vice President</u>: In the absence or disability of the President, the Vice President shall perform all of the duties of the President, and when so acting shall have all of the powers of and be subject to all the restrictions upon the President. If there is more than one Vice President, then the Vice Presidential power to act on the President's behalf shall be assumed by the highest ranking Vice President. If the Vice Presidents are not ranked, the Board of Directors shall designate which Vice President shall assume the President's duties.

The Vice President shall also have such other powers and perform such other duties as may from time to time be assigned to him or her by the Board of Directors or the Bylaws.

#### 4.8 <u>Secretary</u>:

- 4.8.1 The Secretary shall keep or cause to be kept at the principal office, or such other places the Board of Directors may order, a book of the minutes of all meetings of the Board of Directors. The minutes shall report the time and place of each meeting, whether the meeting was regular or special, and, if special, how authorized and what notice was given.
- 4.8.2 The Secretary shall give, or cause to be given, notice of all the meetings of the members of the Board of Directors required by law or by these Bylaws to be given, shall keep any seal of incorporation in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or by these Bylaws.
- 4.9 <u>Treasurer</u>: The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and financial transactions of the Foundation, including accounts of its assets, liabilities, receipts, disbursements and financial condition. The books of account shall at all reasonable times be open to inspection by any director. The Treasurer shall render to the President and the directors, at the regular meetings of the Board of Directors or whenever else it may be required, an account of all corporate transactions and of the financial condition of the Foundation, shall cause to be filed with the

proper state and federal officials such forms as shall be required to insure the tax exempt status of the Foundation, shall present a complete balance sheet and full statement of the income and expenses for the fiscal year just completed at the annual meeting, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.

4.10 <u>Compensation</u>: No officer shall receive compensation for his or her service unless the Board of Directors, by a majority vote of those then holding office, determines compensation would be appropriate in particular instances. No loans shall be made by the Foundation to any officer or to any Director.

#### **ARTICLE 5**

#### **STAFF**

5.1 <u>Staff</u>: The Foundation may maintain administrative, fund raising, and other staff, whether paid or volunteer, sufficient to insure that the Foundation's primary purposes are fully supported and fulfilled. To that end, and with the help of any standing committees described below, the Board of Directors shall by resolution adopt organizational principles and, where appropriate, job descriptions for staff members to facilitate the smooth functioning of the Foundation.

#### ARTICLE 6

#### STANDING COMMITTEES

6.1 <u>Board Committees</u>: The Board of Directors by resolution adopted by a majority of the directors in office may designate and appoint an Executive Committee which shall consist of two or more directors who serve at the pleasure of the Board of Directors. Any such committees shall exercise such authority of the Board of Directors in the management of the Foundation as may be specified in the resolution, subject to the limitation of Section 6.3 below. Any action taken by the Executive Committee shall be reported to the full Board at the next regularly

scheduled Board Meeting. The designation and appointment of any such committee and any other committees and the delegation thereto of the authority shall not operate to relieve the Board of Directors or any individual director of any responsibility imposed upon it or him by law. The provisions set forth above governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the Board of Directors apply to committees and their members as well.

- 6.2 Other Committees: The Board of Directors may from time to time appoint or eliminate standing or special committees with such specific duties and responsibilities as the Board may by resolution provide. These may include, but need not be limited to, an academic committee, a finance and budget committee, a fund raising committee, a scholarship or financial aid committee, a marketing and advertising committee, and a nominating committee. Each committee must have at least two voting directors.
- 6.3 All committee members serve at the pleasure of the Board. No committee shall have the authority of the Board of Directors in reference to:
  - 6.3.1 Amending, altering, or repealing the Bylaws;
- 6.3.2 Electing, appointing, or removing any member or any such committee or any director or officer of the Foundation;
  - 6.3.3 Amending the Articles of Incorporation;
- 6.3.4 Adopting a plan of merger or adopting a plan of consolidation with another Foundation;
- 6.3.5 Authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the Foundation;
- 6.3.6 Authorizing the voluntary dissolution of the Foundation or revoking proceedings therefor;
  - 6.3.7 Adopting a plan for the distribution of the assets of the Foundation; or
- 6.3.8 Amending, altering or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered or repealed by such committee.

- 6.4 Each committee, including the Executive Committee, established by the Board of Directors may invite the active participation of advisory personnel in the committee's affairs to the extent permitted by law. The advisory personnel need not be directors, but shall have no vote in any decision taken by the committee.
- 6.5 Each committee may, within the context of any rules established by the Board of Directors, adopt rules for its own governance.

#### **ARTICLE 7**

#### **FUNDING**

- 7.1 <u>Contributions</u>: Contributions to the Foundation may be in the form of restricted or earmarked funds or unrestricted contributions, but must be approved for acceptance by the Board of Directors.
- 7.2 Expenditures: Appropriations, gifts or grants of money or any other property of the Foundation, or the permission to use any such property, shall be made or given only for the purposes set forth in the Articles of Incorporation and only upon the express authorization of the Board of Directors or of a corporate officer.
- 7.3 <u>Fiscal Year</u>: The fiscal year of the Foundation shall be January 1 through December 31 in order to be consistent with our government reporting.

#### **ARTICLE 8**

#### **AMENDMENTS**

8.1 New Bylaws may be adopted or these Bylaws amended or released by the vote of a majority of the directors then holding office providing that notice of the proposed amendments shall have been submitted in writing to the membership at least 20 days in advance.

#### ARTICLE 9

### NONDISCRIMINATORY POLICY OF FOUNDATION

9.1 The Foundation that is to be operated by this Foundation will not discriminate on the basis of race, color, creed, or national or ethnic origin in the administration of its educational policies, funds, distributions of scholarships, gifts or grants, programs, or in any other way.

### CITY OF TIGARD, OREGON 13125 SW HALL BLVD. TIGARD, OREGON 97223 503-639-4171

## FY 2007-08 COMMUNITY EVENTS FUNDING REQUEST

	Due: February 5, 2007	
Event Name:	Pewson community room	n update
Address:	12345 SW Main Stree	+
City, State, Zip:	Tigard, 02 97223	
Contact Name:	Jeremy Month	
Telephone Number:	503-639-1656	
E-mail address:	Jerenny & Hypard Jamber	', ora
1. Request (exp	press in whole dollar amounts only)	J
Cash		\$10,000
	vices (use of City property, City staff support, plain the services requested on a separate sheet)	\$
Total Reque	est	\$ 10,000
	Funding Request:	
3. How will thi	s event henefit the Tigated Community?	

4. How many Tigard <u>residents</u> do you anticipate participating in this event (or these events)?

See attached

See attached

- 5. Please submit the following information with this request:
  - a. Detailed budget, including FY 2005-06 actual expenditures, FY 2006-07 Adopted Budget, and FY 2007-08 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. \*
  - b. Audit report or financial statements for the last fiscal year.\*
  - c. Articles of Incorporation.
  - d. 501(c)(3) status.
  - e. Organization Bylaws

An electronic version of this application is available by contacting Liz Lutz at <a href="mailto:lizbeth@tigard-or.gov">lizbeth@tigard-or.gov</a> or it can be obtained from the City's website at <a href="www.tigard-or.gov">www.tigard-or.gov</a>.

<sup>\*</sup> Lack of adequate financial information could result in denial of request.



#### 2) Purpose of funding request.

The "Pearson" Community room housed in the Tigard Chamber of Commerce building serves as an events center, a training center, a meeting room and also serves in the capacity as downtown Tigard's Community room. The community room is booked nearly seven days a week and continues to provide a real benefit to the community of Tigard. As you are aware-the meeting room availability within the city limits is very limited. We need to have a community room we can all be proud to use.

While it is exciting to have so much interest from groups and individuals expressing interest in the community room, the condition of the room itself is in less than stellar condition and does not convey the quality and pristine the community of Tigard has come to expect. The carpets are permanently stained, the walls have been chipped and banged, and tables are falling apart (see pictures attached). With your assistance, we can bring the community room up to the standards the residents and businesses of Tigard expect.

Campets

Malls

Carpels

Walls



#### 3) How will this event benefit the Tigard community?

The Pearson Community room is utilized by a plethora of groups throughout our community. With much needed updates, our community room has the potential to attract more groups and citizens wishing to utilize our space. Additionally, because there are so few rooms to rent in Tigard, it is imperative that our community room is up to date, clean, and is technologically advanced in terms of offering wireless internet, and an infocus system.

This will open up many opportunities for:

Classroom trainings
Networking presentations
Professional development
Seminars
Professional meetings
Community gatherings
Social events
City events
Chamber events
Club events
And much more



#### 4) How many Tigard residents do you anticipate participating in this event (or events)?

The Pearson community room is utilized frequently by residents of Tigard. We anticipate that with much needed improvements, the community room will appeal to a more broad base of residents and professionals alike.



Ralph G. Hughes, President, 03 Financial WealthCare 12855 SW Morningstar Drive Tigard, OR 97223 780-3332 524-5645 ralph@lifeswhatifs.com

Marjorie Meeks, Pres Elect, 04 Reward Travel 13495 SW Village Glen Tigard, OR 97223 639-3965 624-7341 marjoriemeeks@comcast.net

Lisa Watts, Vice Pres., 06 Excel Excavation, Inc. 7451 SW Coho Ct. #201 Tualatin, OR 97062 691-9811 lisa@xlxinc.com

Bob Nelson, Treasurer, 05 Nelson & Company, Inc. 7000 SW Varns Street Tigard, OR 97223 670-8080 620-9065 nelsonac@pacifier.com

Andrew Svitek, Secretary, 06 520 SW 6<sup>th</sup> Ave., #1250 Portland, OR 97204 274-9001 343-4727 andrew@svitek.com Pam Brown, Past Pres., 03 West Coast Bank, Tigard 11675 SW Pacific Hwy Tigard, OR 97223 598-7482 598-8562 brownp@wcb.com

Sharon Schwinghammer, Dir., 06 Banner Bank 14800 SW Murray Scholls Dr. #104 Beaverton, OR 97007 579-1947 521-0492 sschwinghammer@bannerbank.com

Gloria Weatherbee, Director, 06 State Farm Ins./Mark Creevey 9730 SW Cascade #211 Tigard, OR 97223 624-2683 gloria.weatherbee.saoj@statefarm.com

Jeff Tainer, Director, 04 The Bank of Tigard 10898 SW 68<sup>th</sup> Parkway Tigard, OR 97223 892-1010 892-1894 jtainer@bankoftigard.com

Sandy Swayze, Director, 06 Univera LifeSciences 24872 SW Middleton Rd Sherwood, OR 97140 998-5832 sandras@teleport.com Bill Dickinson, Ex-officio, 05 Chief of Police, Tigard 13125 SW Hall Blvd. Tigard, OR 97223 639-6168 684-5654 chiefbill@tigard-or.gov

Susan Stark Haydon, Ex-officio, 05 Tigard/Tualatin School District 6960 SW Sandburg St. Tigard, Oregon 97223 431-4001 431-4047 <a href="mailto:sstarkhaydon@ttsd.k12.or.us">sstarkhaydon@ttsd.k12.or.us</a>

Jeremy Monlux, 05 CEO 12345 SW Main Street Tigard, OR 97223 639-1656 639-6302 jeremy@tigardchamber.org

# AMENDED BYLAWS OF TIGARD AREA CHAMBER OF COMMERCE, INC.

#### **ARTICLE 1: NAME**

The name of the organization shall be Tigard Area Chamber of Commerce Inc., hereafter referred to as TACC. The TACC shall operate as a non-profit organization, dedicated to the enhancement of commerce in Tigard, Oregon and surrounding communities.

#### **ARTICLE 2: OFFICES**

The TACC shall maintain in the State of Oregon a registered office and a registered agent located at the registered office. The Board of Directors may, at any time, change the location of the registered office and the person designated as the registered agent. The corporation may also have other offices at such places as the Board of Directors may fix by resolution.

#### **ARTICLE 3: PURPOSE**

The TACC shall be organized and operated exclusively for charitable, scientific, literary, and educational purposes. Subject to the limitations stated in the Articles of Incorporation, the purposes of the TACC shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under the Oregon Revised Statutes and the Internal Revenue Code.

The TACCs primary purpose shall be in accordance with the following objectives:

#### **Section 3.1. Mission Statement**

The Tigard Area Chamber of Commerce works to provide a positive and profitable business environment.

#### Section 3.2. Statement of Purpose

The TACC shall have as its primary objective the promotion and maintenance of a sound local economy. This objective shall be pursued by a number of means including, but not limited to:

- A. Ongoing provision of information and consumer assistance in response to public inquiries in regard to the Tigard area business community;
- B. Promotion of public awareness concerning the contributions of business to the well-being of the community as a whole;
- C. Promotion of concepts and proposals that tend to enhance the economic strength and vitality of the Tigard area;

- D. Promotion of ethical business practices and responsible conduct in all dealings between area businesses and consumers; and
- E. Encouragement of civic awareness and involvement by an informed business community.

#### Section 3.3. Limitation of Method

The Tigard Area Chamber of Commerce shall exist to promote a positive Tigard business environment. The TACC shall observe all local, state and federal laws and regulations which apply to a non-profit organization as defined by the Internal Revenue Code, and as it may be amended, and by the Oregon Revised Statutes.

#### **Section 3.4 Separate Entity**

The TACC shall have authority to establish a separate 501(c)(3) non-profit organization for charitable purposes to be determined by the Board of Directors. The Board of Directors shall approve formation of that entity by a two-thirds vote of the full Board.

#### **ARTICLE 4: MEMBERS**

#### Section 4.1. Eligibility

Any person, agency, association, corporation, or business entity having an interest in the aforementioned objective shall be eligible to apply for membership. There shall be one class of members. Each member shall be entitled to one vote on all matters for which a membership vote is required by law, the Articles of Incorporation, or these bylaws.

All TACC officers, board members and committee members shall, when nominated, elected, or serving, be TACC members in good standing, which includes, but is not limited to, having all applicable membership dues and fees fully paid in advance. After ten (10) day advance written notice and an opportunity for a hearing before a quorum of disinterested board members, any person so nominated, elected, or in actual service who is not a member in good standing, or while serving fails to maintain membership in good standing, shall be immediately removed as an officer, board member, or committee member and expelled from the Chamber notwithstanding any other section in these bylaws.

#### Section 4.2. Election

Applications for membership may be submitted in writing for review by the Board of Directors at any regular meeting. Membership shall be automatic upon election by the Board and payment of dues.

#### **Section 4.3. Termination of Membership**

The Board of Directors may terminate the membership of any member after giving the member at least 15 days prior written notice by first class and certified mail of the termination and the reasons for the termination, and an opportunity for the member to be heard by the Board, orally or in writing, not less than five days before the effective date of the termination. Any decision to terminate a member's membership shall be done with at least a two-thirds majority vote of the Board. The Board's decision shall be final and shall not be reviewable by any court.

#### Section 4.4. Dues

Membership dues shall be assessed at such rate or rates, and according to such schedule or formula, as may be determined by the Board of Directors, payable annually in advance.

#### Section 4.5. Exercises of Privileges

Each business entity holding membership shall designate an individual or individuals to exercise the privileges of membership. Those privileges shall include, but shall not be limited to:

- A. Casting of one vote per member on any matter brought to a vote of the TACC membership;
- B. Correspondence with the TACC on a regular basis through bulletins, newsletters and other publications;
- C. Access to Chamber staff assistance and privileged information, at the discretion of the Board of Directors; and
- D. Eligibility to nominate candidates, and to be nominated, for any vacant position on the Board of Directors or on ad hoc or standing committee.

#### **ARTICLE 5: MEETINGS**

#### Section 1. Annual Meeting

An annual general meeting of TACC shall be held in June of each year for the purpose of informing members concerning the state of the Chamber. The Board of Directors shall determine the time and place for each such meeting and shall provide at least 10 days notice to the members.

#### Section 2. Open Membership Meetings.

The President or Board of Directors may call a General Meeting of the TACC at any time. The Members, upon written petition to the Executive Director or the Board of Directors of any 30 members in good standing, may call a General meeting of the TACC at any time. Members shall be notified of such meetings by the Executive Director or Board of Directors at least three days in advance.

#### Section 5.3. Special Meetings

Special meetings of the members shall be held at the call of the Board of Directors, or by the call of the holders of at least five percent of the voting power of TACC by a demand signed, dated, and delivered to TACC's Secretary. Such demand by the members shall describe the purpose for the meeting.

#### **Section 5.4. Notice of Meetings**

Notice of all meetings of the members shall be given to each member at the last address of record, by first class mail or e-mail at least 7 days before the meeting, or by means other than first

class mail at least 30 but not more than 60 days before the meeting. The notice shall include the date, time, place, and general purposes of the meeting.

#### Section 5.5 Quorum and Voting

Those votes represented at a meeting of members shall constitute a quorum. A majority vote of the members voting is the act of the members, unless these bylaws or the law provide differently. There shall be no voting by proxy. All meetings conducted under auspices of the TACC shall be governed by the latest edition of Robert's Rules of Order, Revised. Meetings may be held by telephone or telecommunications, as long as all members can hear each other. Meetings may be held via e-mail on the condition that at least a majority of the members responding must vote in favor of each resolution or issue.

#### **Section 5.6 Action By Consent**

Any action required by law to be taken at a meeting of the members, or any action that may be taken at a members meeting, may be taken without a meeting if a consent in writing, setting forth the action to be taken or so taken, shall be signed by all the members.

#### Section 5.7. Committee Meetings

Committee meetings may be called at any time by the Chairman or by the Executive Director. A majority of members shall constitute a quorum of all committees.

#### ARTICLE 6: BOARD OF DIRECTORS

#### **Section 6.1. Composition**

The Board of Directors shall consist of no fewer than seven (7) and no more than thirteen (13) directors. The Board shall have the following positions: President, President-Elect, Vice President, Immediate Past President, Secretary, Treasurer, and up to seven directors-at-large. The Executive Director shall serve as a non-voting member of the Board. In addition, the Board may appoint up to three non-voting ex-officio members of the Board, one of whom shall be a representative of the City of Tigard.

#### Section 6.2. Responsibilities

The policy-making authority of the TACC shall be vested in the Board of Directors, which shall control the Chamber's property, be responsible for its finances and direct its affairs.

#### **Section 6.3. Board of Directors Meetings**

The Board of Directors shall meet as often as necessary to ensure the efficient operation of the TACC. Meetings shall be called by the President at the President's sole discretion, or by the President upon request of any two Board members. Each Board member shall be notified of meetings at least 24 hours in advance. A majority of the Board members in office immediately before the meeting begins shall constitute a quorum at all meetings; however, a quorum must include at least one-third of the Directors in office just prior to the meeting. If a quorum is present, action is taken by a majority vote of directors present. Any regular or special meeting of the Board of Directors may be held by telephone or telecommunications, as long as all Board

members can hear each other. Meetings may be held via e-mail on the condition that at least seventy-five percent of the members must respond in order for any vote to be taken.

#### **Section 6.4. Actions Without Meetings**

Any action required by law to be taken at a meeting of the Board, or any action that may be taken a Board meeting, may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall be signed by all the Directors.

#### Section 6.5. Term

All members of the Board shall take office on July 1. Executive Officers shall serve terms of one year. Directors-at-large shall serve terms of two years. A board member may be reelected without limitation on the number of terms served. The Board shall be elected by the members at the annual meeting of the members.

#### Section 6.6. Nominations and Elections

- A. On or before March 15 of each year, the President shall appoint a Nominating Committee for the purpose of selecting and interviewing prospective Board members. The Committee shall consist of the President Elect, serving as Chair; two other Board members; and two non-board members of TACC.
- B. The Nominating Committee shall propose a complete slate of Directors, all of whom shall have expressed their willingness to serve, and shall post its nominations in the Chamber office at least 30 days prior to the date of the next annual election.
- C. Any member in good standing may make additional nominations up to, but not exceeding, the number of Board positions to be filled. Such nominations to the nominating committee may be made up to fourteen (14) days prior to the annual election meeting.
- D. Directors shall be elected by a majority membership vote during the annual election meeting in June. Nominees receiving the highest number of votes shall be elected.

#### Section 6.7. Filling of Vacancies

The office of any Board member may be declared vacant when a Board member has been absent from three regularly scheduled meetings in a calendar year. Vacancies shall be declared by a majority vote of the Board. Any Board member or Officer may be replaced by a majority vote of the Board. Vacant positions may remain unfilled, at the discretion of the Board, so long as the total number of Board members does not fall below five. In the event of the President's resignation, dismissal or inability to perform the duties of office, the Board shall designate an Acting President, with succession to proceed in the following order: President Elect, Vice President, Secretary, Treasurer.

#### Section 6.8. No Salary

Board members shall not receive salaries for their Board services, but may be reimbursed for expenses directly related to Board service.

#### **ARTICLE 7: OFFICERS**

#### Section 7.1. President

The President shall advise and direct such action as may be necessary to fulfill the objectives of the TACC. The President shall perform all duties incident to the office including, but not limited to:

- A. Presiding over all meetings of the general membership, the Board of Directors;
- B. Preparing of matters to be presented for Board consideration;
- C. Serving as an ex-officio member of all TACC committees; and
- D. Providing guidance to other Board members in the performance of their duties and monitoring the activities of all Chamber divisions and Board-level committees.

#### Section 7.2. President Elect

The President Elect shall be delegated such responsibilities as may be necessary to assist the President in the overall guidance of TACC operations. The President Elect shall assume the duties of the President during the President's absence and, barring failure of confirmation during the annual election, shall succeed to the President's office at the completion of the term as President Elect.

#### Section 7.3. Vice President

The Vice President shall be delegated such responsibilities as may be necessary to assist the President and President Elect in the overall guidance of TACC operations. The Vice President shall assume the duties of the President in the event the President and President Elect are absent during the annual election.

#### Section 7.4. Secretary

The Secretary shall keep an accurate record of all Board proceedings and shall provide copies of the record to the Board on regular basis. The Secretary shall assist in such other matters as may be necessary to fulfill his or her responsibilities as a member of the Board.

#### Section 7.5. Treasurer

The Treasurer shall be responsible for the safeguarding of all funds received by the TACC, and shall maintain an accurate record of the Chamber's financial condition.

#### Section 7.6. Executive Director

The Executive Director shall serve at the discretion of the Board. The Executive Director shall be responsible for supervision and management of the office and day-to-day business affairs of the TACC. The Executive Director shall implement the policies of the Board of Directors and shall have direct authority over all TACC staff.

#### ARTICLE 8: EXECUTIVE COMMITTEE

#### **Section 8.1. Composition**

The Executive Committee shall consist of the President, the President Elect, the Vice President, the Immediate Past President, the Secretary, and the Treasurer. The Executive Director shall be a non-voting member.

#### Section 8.2. Responsibilities

The Executive committee shall meet at the request of the President to keep informed of all Chamber activities and shall assume responsibility for the following:

- A. Supervision of the Executive Director;
- B. Negotiation of wages and establishment of compensation for all TACC staff;
- C. Efficient operation of TACC in the event of the Executive Director's resignation, dismissal or inability to perform duties; and
- D. Efficient response to timely issues or emergency situations which may confront the TACC during the interim periods between Board meetings.

#### **Section 8.3. Executive Committee Meetings**

Meetings shall be called by the President at the President's sole discretion, or by the President upon request of any Executive Committee member. A majority of the Executive Committee members in office immediately before the meeting begins shall constitute a quorum at all meetings. If a quorum is present, action is taken by a majority vote of members present. Any regular or special meeting of the Executive Committee may be held by telephone or telecommunications, as long as all members can hear each other. Meetings may be held via e-mail on the condition that at least seventy-five percent of the members must respond in order for any vote to be taken.

#### **ARTICLE 9: COMMITTEES AND DIVISIONS**

#### Section 9.1. Delegation of Authority

The President, with the approval of the Board of Directors, shall create such divisions and committees as are deemed necessary to conduct the programs and activities of the TACC. Division and committee chairs shall be appointed by the President, and shall conduct such meetings and delegate such responsibility as may be required for efficient performance of assigned duties.

#### Section 9.2. Limitations of Power

No action by any division, committee or member shall be binding upon, or constitute an expression of, the policy of the TACC until such action is approved or ratified by the Board of Directors.

#### Section 9.3. Committees

Aside from the Executive Committee, which has duties as set forth in Article 8 herein, the Board of Directors may create such other committees as it deems necessary and desirable. Each such committee shall include at least one current Board member. Every committee shall report its actions to the Board on a regular basis. Such committees shall exercise functions of the Board of Directors only if at least two Directors are on the committee and if the entire Board is promptly informed of such actions. Every committee shall keep such records, including financial records, as the Board may require and shall make those records available to the Board at its discretion.

#### **ARTICLE 10: FINANCES**

#### Section 10.1. Revenues and Disbursements

All money received by the TACC shall be placed in a general operating fund, with the exception of any money subscribed or contributed for a specific purpose requiring placement in a separate fund. Such funds shall be kept on deposit in financial institutions approved by the Board of Directors, subject to withdrawals signed by any two persons authorized by the Board of Directors, but limited to members of the Board of Directors and TACC staff.

#### Section 10.2. Fiscal year

The fiscal year of the TACC shall be July 1 through June 30.

#### Section 10.3. Budget

Not less than five (5) months prior to the beginning of each fiscal year, the President shall appoint a Budget committee to formulate a balanced projection of revenues and expenses for approval of the Board of Directors.

#### Section 10.4. Annual Accounting

The accounts of the TACC shall be compiled annually as of the close of business on June 30 by a qualified person selected by the Executive committee. An audit of the books may be ordered by the Board of Directors at any time.

#### **ARTICLE 11: INDEMNIFICATION**

The Corporation shall indemnify to the fullest extent permitted by Oregon law any person who has been made, or threatened to be made, a party to an action, suit or proceeding, whether civil, criminal, administrative, investigative, on appeal, or otherwise (including an action, suit or proceeding by or in the right of the corporation) by reason of the fact that the person is or was a director, officer, employee or agent of TACC; or because another corporation, partnership, joint venture, trust or other enterprise was doing business with TACC. The right to and amount of indemnification shall be determined in accordance with the provisions of Oregon law in effect at the time of determination.

#### **ARTICLE 12: DISSOLUTION**

The Chamber shall use its assets only to accomplish the objectives and purposes specified in these bylaws, and no part of said assets shall inure, or be distributed, to members of the Chamber. On dissolution of the Chamber, any assets remaining shall be distributed to one or

more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the Board of Directors as defined in IRS Section 501 (c) 3.

#### **ARTICLE 12: AMENDMENTS**

These bylaws may be amended or altered by a two-third (2/3) vote of the Board of Directors, or by a majority of the members at any regular or special meeting, providing the notice for the meeting includes the proposals for amendment. Any proposed amendments or alterations shall be submitted in writing to the Board or the members at least ten days in advance of the meeting at which time they are to be acted upon.

As amended by the Board of Directors in a meeting held on									
•									
Date	Secretary								

Tigard Area Chamber of Commerce
Profit & Loss Budget Overview
July 2006 through June 2007

Membership Dues Initation Fee New Renewal Total Membership Dues	Interest income Labels Leadership institute Leadership institute Expense Total Leadership institute	Hotline Inserts Postage Total Hotline	Fund Raiser Golf Tournament Ad Book Entry Fees Food & Beverrage Exp Games Golf Course Charge Spo nsorships Total Golf Tournament	Forum Lunches/Breakfast Seminar - Other Total Forum Lunches/Breakfast Seminar	Forum Lunches/Breakfast Seminar Forum Lunch Exponse Forum Lunch Sponsorships Forum Lunch/Breakfast Income	Directory  Directory Expense  Directory Income  Total Directory	Building Occupancy Community Room Rental Copies Rent income Total Building Occupancy	Income Ambassador Committee Sales Bowlerama Sponsorships Team Entry Fees Total Bowlerama	Ordinary Incomedity sense
87.38 1,833.62 20,102.94 22,123.94	46.70 5,000.00 5,000.00	49.00 0.00 49.00	385.00 15.00 0.00 0.00	301.00	0.00	85.00 85.00	310.00 19.15 1,085.00 1,414.15		Jul 06
383.36 3,783.24 7,096.70 11,263.30		98.00 98.00	0.00 0.00 200.00 200.00	739.00 754.00	0.00	1,771.00 1,771.00	0.00 9.85 1,631.46 1,641.30		Aug 06
379.83 3,845.17 2,535.00 6,760.00	22.10 180.00 4,200.00 (350.00) 3,850.00	0.00	0.00 0.00 0.00	60.00 574.00	0.00 0.00 514.00	170.00 170.00	1,020.00 41.60 1,627.40 2,689.00	146.00	Sep 06
558.33 5,294.17 2,569.00 8,421.50	0.04 0.00 1,750.00 (2,200.00) (450.00)	49.00 0.00 49.00	0.00 0.00 925.00 4,844.00 5,569.00	0.00	0.00	753.00 753.00	2,165.00 30.00 1,085.00 3,270.00	50.00	Oct 06
300.00 2,500.00 2,000.00 4,800.00	0.04 (350.00) (350.00)	0.00	375.00 20.00 2,200.00 2,596.00	165.00	(210.00) 0.00 375.00		245.00 25.00 1,575.00 1,845.00	300.00	Nov 06
300.00 2,500.00 2,000.00 4,800.00	0.05 (350.00) (350.00)	0.00	0.00	365.00	(210.00) 200.00 375.00		620.00 50.00 1,575.00 2,245.00		Dec 06
300.00 20,000.00 2,000.00 22,000.00	0.03 (350.00) (350.00)	0.00	45.00 0.00	165.00	(210.00) 0.00 375.00	(19,000.00) 10,000.00 (9,000.00)	1,270.00 50.00 1,575.00 2,895.00	50.00 1,000.00 1,050.00	Jan 07
300.00 2,500.00 2,000.00 4,800.00	0.03 49.00 (350.00) (360.00)	0.00	250,00 0,00 250,00	165.00	(210.00) 0.00 375.00	15,000.00 15,000.00	250.00 30.00 1,575.00 1,855.00	50.00 500.00 550.00	Feb 07
300.00 2,500.00 2,000.00 4,800.00	0.03 (350.00) (350.00)	0.00	45.00 875.00 0.00	165.00	(210.00) 0.00 375.00	10,000.00	595.00 25.00 1,575.00 2,195.00	750.00 990.00 1,740.00	Mar 07
300.00 2,500.00 2,000.00 4,800.00	0.03 (350.00) (350.00)	0.00	157.50 0.00	165.00	(210.00) 0.00 375.00	10,000.00	505.00 25.00 1,575.00 2,105.00	200.00 150.00 60.00 210.00	Apr 07
300.00 2,500.00 2,000.00 4,800.00	0.03 49.00 (350.00) (350.00)	99.00 0.00 99.00	180.00 250.00 0.00	165.00	(210,00) 0.00 376.00		870.00 25.00 1,575.00 2,470.00		May 07
300.00 2,500.00 2,000.00 4,800.00		98.00 98.00	527.50 3,780.00 (500.00) 480.00 (7,600.00) 1,876.00 0,00 (1,447.50)	165.00	(210.00) 0.00 375.00		385.00 1,575.00 1,960.00	85.00 85.00	Jun 07
3,808,80 52,356,20 48,303,64 104,468.74	69,08 278,00 10,950,00 (5,000,00) 5,960,00	393.00 0.00 393.00	245.00 970.00 4.135.00 (600.00) 1,435.00 11,244.00 9,684.00	799.00 3,149.00	(1,680.00) 200.00 3,830.00	47,779,00 28,779.00	8,225,00 330,60 18,028,85 28,584,45	646.00 1,135.00 2,550.00 3,685.00	TOTAL Jul '06 - Jun 07

# Tigard Area Chamber of Commerce Profit & Loss Budget Overview July 2006 through June 2007

Emily Bohart Golf Tournament Food and Beverage Expense Golf Course Charges	Chamber Programs Your Chamber Connection Total Chamber Programs	Mainfeanance Mortigage interest Natural Gas Property Taxes Security Water & Sewer Total Building Expenses	Board Meetings Building Expenses Electricity Garbage Insurance - Building Liability Jantonal	Expense  Bank Charges  Interest Expense Service Charges Visa Discount Bank Charges - Other  Total Bank Charges	Dinner Expenses Other Expenses Program Book Silent Auction Sponsorships Ticket Sales Shining Stars - Other Total Shining Stars TFC SEMINAR Tigard Blast WCVA Web Site Advertising Total Income	Miscellaneous Certificate of Origin Miscellaneous - Other Total Miscellaneous Presidents club lunch Raffles & After Hours Relocation Packet Income Scholarships (VOLUNTARY)	
21.20		0.00 951.49 0.00 134.85	137.70 288.82 38.35 519.00	1,126.12 58.83 227.98	15.00 100.00 115.00 0.00	Jul 06 118.10 118.10 20.00 0.00 22.50 1,018.00	
7,600.00		2,524.17	26.71 200.10 458.75 723.16	1,115.97 75.34 38.46 1,227.77	0.00 0.00 1,000.00 1,000.00 0.00 889.00 280.00	Aug 06 15.00 15.00 0.00	
495.00		980,55 12.12 1,231.12	200.10 38.35	1,235.56 38.70 26.89	0.00 0.00 0.00 0.00 0.00 0.00	Sep 06 10.00 10.00 20.00 72.00 12.60 100.00	
		405.00 1,010.87 21.05 65.86 0.00 1,738.47	200.10 35.50	189.66	1,000.00 1,000.00 1,000.00 283.00 0.00	0ct 06 150.00 150.00 20.00 0.00 30.00 75.00	
		915.20 28.13 1,886.14 65.85	208.88 35.50 723.16	216.42	0.00 0.00 0.00 0.00	Nov 06 20.00 57.00 10.00 60.42	
		350.00 945.51 88.61 116.04 1,745.54	209.88 35.50	41.50 77.58 119.08	0.00 0.00 0.00	100.00 100.00 20.00 48.00	
	8,000.00 8,000.00	1,006.95 183.09 65.85	209.88 35.50 380.08	82.23 82.23	0.00 0.00 2,500.00 0.00 2,500.00 1,000.00 2,500.00	Jan 07 20.00 35.00 30.00	
		26.05 217.44 1,861.26 2,363.88	209.88 39.25	153.37 4.30 157.87	2,500.00 0.00 2,500.00 2,500.00	10.00 10.00 20.00 31.00	
		1,821.87 152.69 87.90 3,773.91	209.88 39.20 1,462.37	12.00 57.78 2.11 71.89	0.00 0.00 250,00 1,000,00 1,250,00 300,00 0,00 1,000,00	Mar 07 30.00 30.00 20.00 106.00	
		1,034.05 100.07 65.85 82.78 1,556.23	209.88 63.80	4.84 70.90 37.60 113.14	0.00 0.00 0.00 1,500.00 1,500.00	Apr 07 10.00 10.90 20.00 41.00 25.00	
		876.26 67.93 1,861.59	209.88 43.00	50.79 50.00 100.79	4,000.00 0.00 10,000.00 0.00 1,000.00 15,000.00 0.00 (1,000.00) 22,112.03	May 07 20.00 20.00 20.00 59.00	
		988.75 42.47 25.00 98.11 2,443.97	209.88 36.50 1,066.26	(25.00) 157.31 132.31	1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 0,007,50	Jun 07 (228.00) (228.00) 20.00	-
21.20 8,085.00	8,000.00 8,000.00	755.00 11,519.55 951.86 5,558.99 448.25 479.83 28,033.67	163.41 2,568.16 898.00 4,854.03	3,477,65 231,01 1,145,06 251,32 5,105,04	4,000.00 0,00 16,00 10,000.00 7,360.00 3,500.00 25,866.00 25,866.00 0,00 0,2,889.00 (786.00) 225,044.78	10.00 225.10 236.10 240.00 449.00 1,278.42	TOTAL

Scholarships Paid Taxes & licenses Total Expense	Web Hosting Office Expenses - Other Total Office Expenses	Telephone	Subscriptions	Total Staff Expense	Directors Expense Sotware & Training	Conferences	Signage Staf Auto Allowance	Printing	Weals & Emenainment Postage	Equipment	Dues	Total Copier	Copier - Other	Maintenance	Office Expenses Cop Lease	Alienationappie Evoposea	Total Leased Personnel	Total Sales Associate	Membership Director  Membership Director	Fees	Total Executive Director	Executive Director - Other	employee benefit	Commission	Assistant to Executive Director Benefits	Insurance - Board Liability Leased Personnel	Total Emily Bohart Golf Tournament	
16,655.45	1,367.87	240.41	0.00	0.00 82.20	12.23	69.97	16.30	157.72			0.00	808.48	709.38 99.10		1,804,00	1 284 00	10,519.24	1,000.00 1,000.00		1,440.32 0.00	3,000.00	0.00	1,068.78	874.07	2,050.00 1,086,07		21.20	Jul 06
22,004.17	1,859.72	183.27	0.00	0.00 175.08	35.00	140.08		53.70	04.30	701.98	435.00	154.72		154.72	ç	3	8,686,80	1,000.00		768.68 0.00	3,291.64 3,291.64	0.00	646.84	0.00	2,050.00 909,64		7,600.00	Aug 06
1,000.00 14,490.91	881.17	94.86	0.00	20.00	0.00	20.00		159.92	45.15	8		283.87	129.15 0.00	154.72	Č.	15 86	9,430.47	2,000.00	1,000.00	871.80 0.00	3,000.00	0.00		330.28 268.75	2,050.00 909.64		495.00	Sep 06
0.00	1,570.86	268.03	0.00	0.00 711.35	250.00	111.35	114.50	225.66				190.72	0.00	190.72	5.00	3	9,593.84	1,000.00 2,000.00	1,000.00	871.80 0.00	3,500.00 3,500.00	0.00	!	0.00	2,050.00 909.64			Oct 06
15,838.85	990.68	135.00	0.00	0.00 329.58	200.00	129.58		28.80	147.50			150.00		150.00	00.70	18A 75	10,851.14	3,000.00	2,000.00	1,191.50 0.00	3,500.00	0.00		0.00	2,050.00 909.64			Nov 06
15,172.88	1,155.45	135.00	0.00	0.00 621.10	200.00	121.10		15,30	34.05			150,00		150.00		v 98	10,796.83	3,000.00	2,000.00	1,337.19 0.00	3,500.00	0.00		0.00	2,050.00	1,353.00		Dec 06
23,101.61	2,749.47	135.00	0.00	0.00 2,244.57	200.00	44.57		19.90				150.00		150.00	40.00	45.00	10,363.56	3,000.00	2,000.00	903.92 0.00	3,500.00	0.00		0.00	2,050.00 909.64			Jan 07
44.42 14,888.43	1,927.75	135.00	0.00	1,062.37	200.00	112.37		66.04	40.35	76.89	197.00	150.00		150.00			10,404.71	3,000.00	2,000.00	919.02 0.00	3,500.00	0.00		0.00	2,050.00 935.69		[	Feb 07
15,869.35	1,686.79	135.00	0.00	361.81	200.00	161.81		(16.00)		835.98		150.00		150.00			10,356.76	3,000.00	2,000.00	897.12 0.00	3,500.00	0.00		0.00	2,050.00 909.64			Mar 07
11,980.88	857.80	135.00	0.00	281.80	200.00	81.80		(34.00)			125.00	150.00		150.00			9,453.71	3,000.00	2,000.00	448.89 0.00	3,500.00	0.00		0.00	2,050.00 454.82			Apr 07
14,608.53	775.49	135.00	0.00	200.00	200.00			(9.51)		100.00		150.00		150.00		318.08	10,365.51	3,000.00	2,000.00	899.69 0.00	3,500.00	0.00		0.00	905,82		i	May 07
14,722.00	(38.17) 1,247.73	135.00	0.00	404.86	200.00	204,86		448.04		(50.00)	!	150.00		150.00		58.50	10,839.49	3,000.00	2,000.00	1,610.56 0.00	3,500.00	0.00		0.00	2,050.00 878.93			Jun 07
1,000.00 44.42 192,405.99	(38.17) 17,160.78	1,886,37	0.00	6,494,72	1,897.23	1,197.49	130.80	1,113.37	287.05	1,664.95	757.00	2,637.79	99.10	1,700.18	3	2.007.31	121,432.16	30,000.00	18,000.00	12,160.49 0.00	40,791.84	0.00	1,715.62	1,204.35 531.25	24,600.00 10,428.81	1,353.00	8,116.20	TOTAL Jul '06 - Jun 07

# Tigard Area Chamber of Commerce Profit & Loss Budget Overview July 2006 through June 2007

14,057.94	14,057.94	30 Inc
(4,232.57)	(4,232.57)	Aug 06
1,648.69	1,648.69	Sep 06
8,347.61	8,347.61	Oct 06
(5,986.39)	(5,986.39)	Nov 06
(7,584.83)	(7,584.83)	Dec 06
(2,061.58)	(2,061.58)	Jan 07
10,351.60	10,351.60	Feb 07
6,656.68	6,656.68	Mar 07
7,252.65	7,252.65	Apr 07
7,503.50	7,503.50	May 07
(8,314.50)	(8,314.50)	Jun 07
27,638.80	27,638.80	TOTAL Jul '06 - Jun 07

## Tigard Area Chamber of Commerce Profit & Loss

	Jul '05 - Jun 06
Ordinary Income/Expense Income	
After Hours Sponsor Ambassador Cornmittee Sales Balloon Festival Souvenir Booth	200.00 15.00
Souvenir Booth Sales	25.00
Total Souvenir Booth	25.00
Total Balloon Festival	25.00
Bowlerama Game Expense Sponsorships Team Entry Fees	(305.00) 1,280.00 2,730.00
Total Bowlerama	3,705.00
Building Occupancy Community Room Rental Copies Reimbursements Rent Income Building Occupancy - Other	7,905.10 89.07 1,171.97 20,710.67 385.00
Total Building Occupancy	30,261.81
Directory Directory Income	26,760.00
Total Directory	26,760.00
Forum Lunches Breakfast Seminar Forum Lunch Income Forum Lunch Sponsorships WBF/WFT - Expense	(2,851.42) 3,963.00 822.00 315.14
Total Forum Lunches	2,248.72
Golf Tournament Ad Book Entry Fees Food & Beverage Exp Games Golf Course Charges Sponsorships Trophies & Other Expense Golf Tournament - Other	227.50 6,680.00 (200.59) 1,730.00 (2,353.89) 10,000.00 (1,134.59) 3,135.00
Total Golf Tournament	18,083.43
Harvest Hoedown Hoedown Dinner Expense TICKET SALES Harvest Hoedown - Other	(1,427.31) 1,970.00 2,525.00
Total Harvest Hoedown	3,067.69

# Tigard Area Chamber of Commerce Profit & Loss

	Jul '05 - Jun 06
Hotline Advertising Income Inserts Mailing Costs Postage	90.00 425.00 (339.29) (620.66)
Total Hotline	(444.95)
Interest Income Interest Income - Building Labels Membership Dues Initation Fee New Renewal Membership Dues - Other	2.26 35.79 292.00 2,325.02 30,139.60 107,480.22 833.00
Total Membership Dues	140,777.84
Merchandise Miscellaneous Certificate of Origin Miscellaneous - Other	429.00 55.00 29.20
Total Miscellaneous	84.20
Presidents club lunch Raffles & After Hours Raffles & After Hours Relocation Packet Income Scholarships (VOLUNTARY) Shining Stars	63.00 (38.24) 3.00 180.33 8,378.98
Dinner Expense Other Expenses Program Book Silent Auction Sponsorships Ticket Sales	(3,290.30) (43.00) 42.50 10,605.00 6,364.00 3,508.00
Total Shining Stars	17,186.20
TFC SEMINAR Uncategorized Income WCVA Web Site Advertising	(68.70) (3,972.00) 4,365.00 (330.00)
Total Income	251,310.36
Expense Bank Charges Interest Expense Service Charges Visa Discount Bank Charges - Other	11,152.63 875.22 1,231.62 146.00
Total Bank Charges	13,405.47
Board Meetings	174.41

# Tigard Area Chamber of Commerce Profit & Loss

	Jul '05 - Jun 06
Building Expenses Electricity Garbage Insurance - Building Liability Janitorial Maintenance Mortgage Interest Natural Gas Property Taxes Security Water & Sewer Building Expenses - Other	2,440.32 485.35 1,777.10 299.15 229.47 4,863.53 1,006.32 5,736.25 334.25 695.98 420.49
Total Building Expenses	18,288.21
Committee expense Depreciation Insurance - Board Liability Leased Personnel	42.50 16,178.00 2,730.00
Assistant to Executive Direc Benefits Commission employee benefit Executive Director Executive Director- SCarolyn Fees Membership Director Milage Project Specialist Leased Personnel - Other	23,511.77 7,244.98 7,083.96 644.84 39,942.40 3,883.08 8,285.82 2,495.30 31.48 8,894.77 0.00
Total Leased Personnel	102,018.40
Miscellaneous Expense Office Expenses Copier Lease Maintenance Copier - Other	2,483.18 292.41 993.44 1,058.94
Total Copier	2,344.79
Dues Equipment Meals & Entertainment Postage Printing Signage Staff Expense Auto Allowance Conferences Directors Expense Sotware & Training	480.00 287.88 90.23 848.82 397.20 194.65 59.52 2,687.77 (158.97) 377.38
Staff Expense - Other	56.55
Total Staff Expense	3,022.25

10:24 AM 02/05/07 Cash Basis

# Tigard Area Chamber of Commerce Profit & Loss

	Jul '05 - Jun 06
Subscriptions	45.00
Supplies	977.74
Telephone	2,129.94
Web Hosting	315.00
Office Expenses - Other	(150.94)
Total Office Expenses	10,982.56
Scholarships Paid	2,000.00
Taxes & licenses	50.00
Total Expense	168,352.73
Net Ordinary Income	82,957.63
Other Income/Expense Other Income	
Holiday Lunch	(175.00)
Total Other Income	(175.00)
Other Expense	
Remembursed Expense	(31.41)
Uncatagorized Expense	842.98
Total Other Expense	811.57
Net Other Income	(986.57)
Net Income	81,971.06

10:23 AM 02/05/07 Cash Basis

## Tigard Area Chamber of Commerce Profit & Loss Budget vs. Actual

·	Jul '05 - Jun 06	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense Income				
After Hours Sponsor Ambassador Committee Sales Balloon Festival Souvenir Booth	200.00 15.00			
Souvenir Booth Sales	25.00			
Total Souvenir Booth	25.00			
Total Balloon Festival	25.00			
Bowlerama Game Expense Sponsorships Team Entry Fees	(305.00) 1,280.00 2,730.00	600.00 2,080.00	680.00 650.00	213.3% 131.3%
Total Bowlerama	3,705.00	2,680.00	1,025.00	138.2%
Building Occupancy Community Room Rental Copies Reimbursements Rent Income Building Occupancy - Other	7,905.10 89.07 1,171.97 20,710.67 385.00	7,320.00 180.00 18,900.00	585.10 (90.93) 1,810.67	108.0% 49.5% 109.6%
Total Building Occupancy	30,261.81	26,400.00	3,861.81	114.6%
Directory Income	26,760.00	6,000.00	·	
Total Directory	26,760.00		20,760.00	446.0%
Forum Lunches	20,750.00	6,000.00	20,760.00	446.0%
Breakfast Seminar Forum Lunch Income Forum Lunch Sponsorships WBF/WFT - Expense	(2,851.42) 3,963.00 822.00 315.14	(4,095.00) 5,138.00 1,800.00	1,243.58 (1,175.00) (978.00)	69.6% 77.1% 45.7%
Total Forum Lunches	2,248.72	2,843.00	(594.28)	79.1%
Fund Raiser Golf Tournament Ad Book Entry Fees Food & Beverage Exp Games Golf Course Charges Sponsorships Trophies & Other Expense Golf Tournament - Other	0.00 227.50 6,680.00 (200.59) 1,730.00 (2,353.89) 10,000.00 (1,134.59) 3,135.00	385.00 1,425.00 11,500.00 (2,000.00) 850.00 (10,500.00) 9,250.00 (100.00)	(385.00) (1,197.50) (4,820.00) 1,799.41 880.00 8,146.11 750.00 (1,034.59)	0.0% 16.0% 58.1% 10.0% 203.5% 22.4% 108.1% 1,134.6%
Total Golf Tournament	18,083.43	10,425.00	7,658.43	173.5%
Harvest Hoedown Hoedown Dinner Expense TICKET SALES Harvest Hoedown - Other	(1,427.31) 1,970.00 2,525.00	,	,,,,,,,,,,,,	110.070
Total Harvest Hoedown	3,067.69			
Hotline Advertising Income Inserts Mailing Costs Postage	90.00 425.00 (339.29) (620.66)	600.00 (1,740.00)	(175.00) 1,119.34	70.8% 35.7%
Total Hotline	(444.95)	(1,140.00)	695.05	39.0%
Interest Income Interest Income - Building Labels	2.26 35.79 292.00	200.00	92.00	146.0%

## Tigard Area Chamber of Commerce Profit & Loss Budget vs. Actual

_	Jul '05 - Jun 06	Budget	\$ Over Budget	% of Budget
Membership Dues Initation Fee New Renewal Membership Dues - Other	2,325.02 30,139.60 107,480.22 833.00	900.00 16,600.00 62,480.00	1,425.02 13,539.60 45,000.22	258.3% 181.6% 172.0%
Total Membership Dues	140,777.84	79,980.00	60,797.84	176.0%
Merchandise Miscellaneous Certificate of Origin Miscellaneous - Other	429.00 55.00 29.20	120.00	(90.80)	24.3%
Total Miscellaneous	84.20	120.00	(35.80)	70.2%
Presidents club lunch Raffles & After Hours Raffles & After Hours	63.00 (38.24) 3.00	900.00	(938.24)	(4.2)%
Relocation Packet Income Scholarships (VOLUNTARY) Shining Stars	180.33 8,378.98	120.00 2,750.00	60.33 5,628.98	150.3% 304.7%
Dinner Expense Other Expenses Program Book Silent Auction Sponsorships Ticket Sales	(3,290.30) (43.00) 42.50 10,605.00 6,364.00 3,508.00	(4,000.00) (250.00) 1,150.00 5,500.00 6,500.00 3,000.00	709.70 207.00 (1,107.50) 5,105.00 (136.00) 508.00	82.3% 17.2% 3.7% 192.8% 97.9% 116.9%
Total Shining Stars	17,186.20	11,900.00	5,286.20	144.4%
TFC SEMINAR Tigard Blast Uncategorized Income WCVA Web Site Advertising	(68.70) 0.00 (3,972.00) 4,365.00 (330.00)	500.00 1,500.00 2,400.00	(500.00) 2,865.00 (2,730.00)	0.0% 291.0% (13.8)%
Total Income	251,310.36	147,963.00	103,347.36	169.8%
Expense Bank Charges Interest Expense Service Charges Visa Discount Bank Charges - Other	11,152.63 875.22 1,231.62 146.00	2,175.00 60.00	(943.38) 86.00	56.6% 243.3%
Total Bank Charges	13,405.47	2,235.00	11,170.47	599.8%
Board Meetings Building Expenses Electricity	174.41			
Garbage Insurance - Building Liability Janitorial	485.35 1,777.10 299.15	2,520.00 420.00 3,770.00	(79.68) 65.35 (1,992.90)	96.8% 115.6% 47.1%
Maintenance Mortgage Interest Natural Gas Property Taxes Security Water & Sewer Building Expenses - Other	229.47 4,863.53 1,006.32 5,736.25 334.25 695.98 420.49	1,320.00 10,755.07 980.00 5,610.00 263.40 520.00	(1,090.53) (5,891.54) 26.32 126.25 70.85 175.98	17.4% 45.2% 102.7% 102.3% 126.9% 133.8%
Total Building Expenses	18,288.21	26,158.47	(7,870.26)	69.9%
Committee expense Depreciation Insurance - Board Liability	42.50 16,178.00 2,730.00	1,353.00	1,377.00	201.8%

## Tigard Area Chamber of Commerce Profit & Loss Budget vs. Actual

	Jul '05 - Jun 06	Budget	\$ Over Budget	% of Budget
Leased Personnel Assistant to Executive Dir Benefits	23,511.77 7,244.98	30,000.00 9,324.00	(6,488.23) (2,079.02)	78.4% 77.7%
Commission employee benefit Executive Director	7,083.96 644.84 39,942.40	40,632.00	(689.60)	
Executive Director- SCarol	3,883.08	40,002.00	(009.00)	98.3%
Fees Membership Director Milage Project Specialist Leased Personnel - Other	8,285.82 2,495.30 31.48 8,894.77 0.00	12,000.00	(3,714.18)	69.0%
<b>Total Leased Personnel</b>	102,018.40	91,956.00	10,062.40	110.9%
Miscellaneous Expense Office Expenses Copier	2,483.18	480.00	2,003.18	517.3%
Lease Maintenance Copier - Other	292.41 993.44 1,058.94	877.20	(584.79)	33.3%
Total Copier	2,344.79	877.20	1,467.59	267.3%
Dues Equipment Meals & Entertainment	480.00 287.88 90.23	755.00 370.00	(275.00) (82.12)	63.6% 77.8%
Postage Printing Signage Staff Expense	848.82 397.20 194.65	360.00 840.00	488.82 (442.80)	235.8% 47.3%
Auto Allowance Conferences Directors Expense Sotware & Training Staff Expense - Other	59.52 2,687.77 (158.97) 377.38 56.55	1,800.00 3,400.00 1,600.00 200.00	(1,740.48) (712.23) (1,758.97) 177.38	3.3% 79.1% (9.9)% 188.7%
Total Staff Expense	3,022.25	7,000.00	(3,977.75)	43.2%
Subscriptions Supplies Telephone Web Hosting Office Expenses - Other	45.00 977.74 2,129.94 315.00 (150.94)	33.00 2,050.00 1,991.67	12.00 (1,072.26) 138.27	136.4% 47.7% 106.9%
Total Office Expenses	10,982.56	14,276.87	(3,294.31)	76.9%
Scholarships Paid Taxes & licenses	2,000.00 50.00	3,000.00	(1,000.00)	66.7%
Total Expense	168,352.73	139,459.34	28,893.39	120.7%
Net Ordinary Income	82,957.63	8,503.66	74,453.97	975.6%
Other Income/Expense Other Income Holiday Lunch	(175.00)			
Total Other Income	(175.00)			
Other Expense Remembursed Expense Uncatagorized Expense	(31.41) 842.98			
Total Other Expense	811.57			
Net Other Income	(986.57)	- Anna Carlo		
Net income	81,971.06	8,503.66	73,467.40	964.0%

## CITY OF TIGARD, OREGON 13125 SW HALL BLVD. TIGARD, OREGON 97223 503-639-4171

## FY 2007-08 COMMUNITY EVENTS FUNDING REQUEST

Due: February 5, 2007

Event Name:	Tigard 4 <sup>th</sup> of July Celebration	
Address:	Tigard 4 <sup>th</sup> of July, Inc., 12420 S.W. Ma	in Street
City, State, Zip:	Tigard, Oregon 97223	The second second
Contact Name:	Mike Marr	
Telephone Number:	503-624-2975	
E-mail address:	mikemarr@verizon.net	
1. Request (exp	ress in whole dollar amounts only)	
Cash		\$ 10,000.00
	ices (use of City property, City staff support, blain the services requested on a separate sheet)	~ \$ 1,600.00
Total Reques	et ·	~ \$ 11,600.00
2. Purpose of F	unding Request:	
See le	tter attached	* 4

- 3. How will this event benefit the Tigard Community?
- 4. How many Tigard <u>residents</u> do you anticipate participating in this event (or these events)?

#### Tigard 4th of July, Inc. A Not for Profit Corporation FIN 93-1031978

(503) 624-2975 First Bank of Tigard Building 12420 S. W. Main Street Tigard, Oregon 97223

February 5, 2007

Mr. Robert H. Sesnon Finance and Information Services Director City of Tigard 13125 S.W. Hall Blvd. Tigard, Oregon 97223

Dear Mr. Sesnon,

The Board of Directors of Tigard 4th of July, Inc., a Non Profit Corporation, submit this letter with enclosures as our Funding Request for the Fiscal Year 2007 - 2008.

To the criteria for funding, we submit the following comments:

- (1) The Tigard Old Fashioned 4th of July Celebration is primarily for Tigard area residents; we do not advertise outside of the area.
- (2) This event is open to all citizens, with the only restrictions being no alcoholic beverages, no smoking, no personal barbecues and no personal fireworks.
- (3) We stress a family oriented type of celebration on this annual event, with effort to provide quality entertainment, a family/community style picnic atmosphere, and public opportunity to participate at no cost (unless they should desire to purchase snacks at very reasonable prices, the proceeds going toward the subsequent year's event).
- (4) With twenty annual events successfully accomplished (the first was in 1987), we feel that the event has proven to be valuable to the community, and very affordable for the city and the citizens attending.
- (5) As with item (4), the Board of Directors feel that our success for twenty years, and the records we have kept, demonstrate an ability to reach our goals and keep within reasonable budget commitments.
- (6) Financial Statements are annually prepared and submitted.

Robert H. Sesnon City of Tigard February 5, 2007 Page 2

(7) The Funding Request per our previous agreements with the City of Tigard are based upon the encouragement of other sources of revenue.

We hope you find the information contained herein to be adequate for the City's budgeting purposes. We also hope you look forward to enjoying each year's event as much as we look forward to putting it on.

Last year, the City of Tigard approved an award of \$ 10,000.00 for the 2006/2007 fiscal year. We took a draw on the account in August of 2006. We will be seeking some or all of the remaining \$ 8,000.00 in June of 2007.

For the fiscal year 2007/2008, the Board of Directors of Tigard 4<sup>th</sup> of July, Inc. requests \$10,000.00 in contribution from the City of Tigard. For most of the twenty years, we were able to present the event with the same \$7,500 support from the City of Tigard. However, in recent years the costs have increased and other public/private support has been increasingly difficult to obtain. Numerous people have suggested that we seek an increase from the City of Tigard. We find the \$10,000 to be an adequate amount to ensure the success and continuation of the 4<sup>th</sup> of July Celebration.

With regards to City in-kind contributions, we have identified the following impacted areas:

- Public Works If the City Public Works personnel prepare the fireworks firing trench; I have been previously advised that the estimated cost is \$ 400 (1999 \$ subject to indexed adjustment).
- Police Department The Police Department is advised of the event and incurs an estimated \$1,200 (1999 \$ subject to indexed adjustment) of cost for what primarily is traffic control after the event. Officers are present during the event more for public relations than for any policing requirements. We support the Officers presence, making some very important contacts with the citizens and youth in particular.
- Administration Insurance for the event previously was accomplished by a rider to the City's existing policy. Loreen Mills advised that there was no additional charge for this rider. Tigard 4<sup>th</sup> of July, Inc. purchased liability insurance from the fireworks supplier for the 2005 event.

Robert H. Sesnon City of Tigard February 5, 2007 Page 3

Should you have questions about any of the above, please contact me for assistance.

R. Michael Marr

Treasurer

RMM/dbm

Enclosures

CC: Board Members

TIGARD 4TH OF JULY, INC.

Statement of Assets, Liabilities, & Fund Balance (Unaudited) December 31, 2006

		Current 12 Mo. Period	Year To Date
1000	ASSETS	12 Mio. i ellou	10 Date
1450	Cook Now Interest Desires		
1450 1451	Cash - Non Interest Bearing	0.00	0.00
	Petty Cash	0.00	0.00
1452	General Checking Account	280.31	278.31
1460	Savings & Temp. Investments	0.00	0.00
1461	Savings	0.00	0.00
1470	Accounts Receivable	0.00	0.00
1471	Accounts Receivable	0.00	0.00
1476	(Uncollectable Allowance)	0.00	0.00
1480	Pledges Receivable	2.22	
1481	Pledges Receivable	0.00	0.00
1486	(Uncollectable Allowance)	0.00	0.00
1490	Grants Receivable		
1491	Grants Receivable	0.00	0.00
1500	Recievables from Related Parties		
1501	Receivables from Directors	0.00	0.00
1510	Other Receivables		
1511	Notes Receivable	0.00	0.00
1516	(Uncollectable Allowance)	0.00	0.00
1520	Inventories For Sale or Use		
1521	Inventories For Sale or Use	0.00	0.00
1530	Prepaid Expenses / Deferred Charges		
1531	Prepaid Expenses	0.00	0.00
1540	Investments - Securities		
1550	Investments - Assets		
1560	Investments - Other		
1570	Equipment		
1571	Equipment	0.00	0.00
1576	(Accumulated Depreciation)	0.00	0.00
1580	Other Assets		
	TOTAL ASSETS	280.31	278.31
2000	LIABILITIES		
2000	LIABILITIES		
2600	Accounts Payable & Accrued Exp		
2601	Accounts Payable	0.00	0.00
2610	Grants Payable		
2611	Grants Payable	0.00	0.00
2620	Revenue Designated (Future Per.)		
2621	Revenue Designated	0.00	0.00
2630	Loans from Related Parties		
2631	Loans from Directors	0.00	0.00
2640	Mortgages/Notes Payable		
2641	Notes Payable	0.00	0.00
2650	Other Liabilities		2.20
2651	Other Liabilities	0.00	0.00
	• •		
	Total Liabilities	0.00	0.00

TIGARD 4TH OF JULY, INC.

Page 2

#### Statement of Assets, Liabilities, & Fund Balance (Unaudited) December 31, 2006

			Current 12 Mo. Period	Year To Date
3000	FUND BALANCES			
3670	Current Funds			
3671	Unrestricted Funds	•	0.00	0.00
3676	Restricted Funds		0.00	0.00
3680	Equipment Fund			
3690	Endowment Fund			
3700	Other Fund	•		
3710	Capital Stock or Trust Pr	incipal		
3711	Capital Stock		0.00	0.00
3720	Paid In or Capital Surplu	S		
3730	Retained Earnings / Acc	umulated Income		
3731	Retained Earnings	> 01/01/2006	0.00	2.00
3732	Current Earnings	> 12/31/2006	(280.31)	(280.31)
	Total Fun	d Balance	(280.31)	(278.31)
TOTAL LIABILITIES & FUND BALANCE		(280.31)	(278.31)	
			0.00	0.00

Footnote:

Footnote:

Footnote:

## TIGARD 4TH OF JULY, INC. Statement of Revenue & Expense (Unaudited)

December 31, 2006

		Current 12 Mo. Period	Year To Date
4000	INCOME		
4010	Contributions, Gifts, Grants		
4011	Direct Public Support	(1,443.05)	(1,443.05)
4012	Indirect Public Support	0.00	0.00
4013	Government Grants	(10,500.00)	(10,500.00)
4020	Program Service Revenue		
4030	Membership Dues / Assessments		
4040	Interest Earnings		
4050	Dividends / Interest on Securities		
4060	Net Rental Income		
4061	Gross Rents	0.00	0.00
4066	Rental Expenses	0.00	0.00
4070	Other Investment Income		
4080	Gain / Loss from Sale of Assets		
4081	Gross Sale Amount	0.00	0.00
4086	Cost / Expense	0.00	0.00
4090	Fundraising Events		
4091	Gross Revenues	0.00	0.00
4096	Direct Expenses	0.00	0.00
4100	Gross Profit from Sales		
4101	Gross Sales Less Returns	(1,031.42)	(1,031.42)
4106	Cost of Goods Sold	564.16	564.16
4107	Cost of Goods Sold	0.00	0.00
4108	Cost of Goods Sold	32.00	32.00
4110	Other Revenue		
	Total Revenue	(12,378.31)	(12,378.31)
6000	EXPENSES		
6130	Program Service Expenses		
6131	Tigard 4th Celebration	12,025.00	12,025.00
6140	Management & General Expenses	,	,
6141	Bank Service Charges	13.00	13.00
6142	Miscellaneous	60.00	60.00
6150	Fundraising Expenses		
6151	Miscellaneous	0.00	0.00
6160	Payments to Affiliates		
	Total Expense	12,098.00	12,098.00
	(Excess) or Deficit	(280.31)	(280.31)

### Tigard Graduation Celebration Committee

P.O. Box 23664 Tigard, Oregon 97223

Robert H Sesnon Financial and Information Services Director City of Tigard 13125 SW Hall Blvd Tigard, Oregon 97223

Dear Mr. Sesnon,

I am pleased to submit the community event grant application for the Tigard High School Drug and Alcohol Free Graduation Party. The City has been a strong supporter of the program in the past, and we are hopeful the City will again find the event for the youth of Tigard worthy to support. There are approximately 450 students slated to graduate this spring, and the party planning committee has been working on the details for the party since April of 2006. Although this grant will actually aid the class of 2008 party, the number of graduates and structure of the party will be similar.

Please contact me if there is any further information you need or if I can answer any questions.

Sincerely,

Gall Kelly

Co-chair

Tigard High Graduation Committee

503-639-5610

MKellys4@aol.com

### CITY OF TIGARD, OREGON 13125 SW HALL BLVD. TIGARD, OREGON 97223 503-639-4171

### FY 2007-08 COMMUNITY EVENTS FUNDING REQUEST

Due: February 5, 2007

Event Name:	Tigard Itigh School Graduation Night
Address:	P.O Box 23664
City, State, Zip:	Tigard, OR 97281-3664
Contact Name:	<u>Gail Kelly</u>
Telephone Numl	
E-mail address:	MKellys 4 @ aol. com
1. Request	(express in whole dollar amounts only)
Cash	\$ 2,000 00
	Services (use of City property, City staff support, e explain the services requested on a separate sheet)
Total Re	quest \$ 2,000. ©
2. Purpose the Tigh	of Funding Request: The grant will aid the funding of gard Itigh School. alcoholand drug free School Graduation Party.
3. How wil	I this event benefit the Tigard Community? Rovide a safe,
al coh Jon	of and drug tree night at a chaperoned sin Tigard Itigh School Graduaks.
4 How ma	ny Tigard residents do you anticipate participating in this event (or

300-400 Graduates will attend.

these events)?

1 to the

DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE DISTRICT DIRECTOR 2 CUPANIA CIRCLE MONTEREY PARK, CA 91755-7406

Date: JAN 1 0 1994

TIGARD TURNS THE TIDE PARENT AND YOUTH GROUP P.O. BOX 230694 TIGARD, OR 97223

Employer Identification Number: 93-0846088

Case Number:

953287066

Contact Person:

JOSEPH FAN

Contact Telephone Number:

(213) 725-7002

Our Letter Dated:

November 20, 1989

Addendum Applies:

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(2).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Richard R. Orosco District Director Submit the Original And One True Copy (831.115) \$10.00

SECRETARY OF STATE CORPORATION DIVISION 158 12th Street NE Salem, OR 97310

THIS SPACE F<u>OR OFFICE</u> USE ONLY

FILED IN THE OFFICE OF THE SECRETARY OF STATE OF THE STATE OF OREGON.

Registry Number:

ARTICLES OF INCORPORATION NONPROFIT CORPORATION

CORPORATION DIVISION PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

Articla 2.	Name of the initial registered	i anent: CONNIE I	RAMAEKERS	
dictione 2.	Address of initial registered identical to the registered ac	office (Must be a <b>st</b>	reet address in O e):	regon that is
	9655 S.W. MURDOCK STREET	TIGARD	OREGON	97224
	Street and Number	City		Zip Code
Article 3:	Address the Division may use	for mailing notices:	(C/O:) (Attn:)	
	P.O. BOX 230694	TIGARD	OREGON	97223
	Street & Number or PO Box	City	State	Zip Code
Article 4.	Purpose(s) for which the corporugs and to discourage their us	oration is organized:	To educate the p	ublic about t

da CO fr The names and addresses of the The number of initial directors is Article 5:

initial board of directors are as follows:

9655 SW Murdock St. Tigard, Or 97224 CAROL BELLT 13515 SW Village Glenn Dr. ONNIE RAMAEKERS Tigard, Or 97223

AM PRIES 8535 SW Avery Tualatin, Or 97062

ELANIE PTERSON SW Baylor St. Tigard, Or. 97223

Indicate how subsequent directors will be appointed or elected and their term of Article 6: office:

> They are nominated and then elected by the members, and their term of office is two years.

Submit the original and the true copy to the Corporation Division, 158 12th Street Nt, Salem, OR 97310, with the filing fee of \$10.00. PLEASE DO NOI SEND CASH. If you have questions, call (503) 378-4166.

### Tigard High School 2007 Drug and Alcohol Free Graduation Party 2006-2007 Budget and 2005-2006 Actual

	2006 <u>Actual</u>	2007 <u>Budget</u>
Income:		
50/50 sales (fundraiser) Corporate Donations Fundraisers Grants Interest Parent Donations Snack Shack (fundraiser) Ticket Sales Balloon Festival TSO Donation	1,549 5,347 1,201 3,000 8 410 3,479 15,205 1,000 1,270	1,400 5,000 0 3,000 10 400 3,500 15,000 1,000 1,250
Expenses:  Decorations/set up Partyworks Food Gifts Banner Insurance Misc Postage, supplies, PO Box Printing Prizes	359 186 272 160 250 146 132 106 3,070	800 9,800 1,500 200 160 250 150 250 150 3,000
Publicity Site Expense/Party Works Tax preparation Towel Service Entertainment/Games Cameras/ baskets	785	300 9,700 350 300 750 1,500
Excess of Revenue over Expenses	29,557	29160

#### TIGARD TURNS THE TIDE BYLAWS

## ARTICLE I NAME AND PURPOSE

- SECTION 1 NAME: The name of this organization shall be Tigard Turns the Tide, hereinafter referred to as TTT.
- SECTION 2 PURPOSE: The purpose of TTT is to establish and strengthen collaboration among the community's schools, private nonprofit agencies, federal, state and local governments and businesses to support the efforts of community coalitions to empower, improve and connect the lives of Tigard's youth and prevent and reduce substance abuse among youth.
- SECTION 3 GOALS: The primary goal of TTT is to serve as a catalyst to enhance community efforts for increased citizen participation and greater collaboration among all sectors in the community to promote and foster development of each youth's full potential, to encourage positive activities and offer practical information to counteract pressures in society that condone and promote drug use.
- SECTION 4 SUPPORT: TTT shall offer assistance and support to the community's schools and the city in their efforts to provide positive activities and programs to empower, improve and connect the lives of Tigard youth and prevent and reduce substance abuse among youth.

# ARTICLE II MEMBERSHIP

SECTION 1 ELIGIBILITY: All community members (especially parents, children, teachers and school staff, business, churches, law enforcement and service clubs) shall be eligible for membership in this organization, providing they are willing to uphold the purpose and goals of TTT. The corporation shall not discriminate against any member or application for membership.

Membership may be revoked for due cause by two-thirds majority vote at any meeting of the Board of Directors.

- SECTION 2 DUES: The Board of Directors may establish membership dues.
- SECTION 3 ANNUAL MEETING: The annual meeting of the membership of the corporation for the election of Directors and for the transaction of such other business as may properly come before the corporation, shall be at a place within the City of Tigard as designated by the Board of Directors.

SECTION 4 SPECIAL MEETINGS: Special meetings of the membership for any purpose or purposes may be called at any time by the Board of Directors to be held at such time and place as the Board of Directors may prescribe.

At the request of the President, a majority of the board of Directors, or a majority of the membership, it shall be the duty of the Secretary to call a special meeting of the membership to be held at a location and time as the Secretary may fix, not less than ten (10) nor more than thirty-five (35) days after the receipt of said request, and if said Secretary shall neglect or refuse to issue such call, those making the request may do so.

- SECTION 5 NOTICE OF MEETINGS: Written notice of the place, day and hour of the annual membership meeting and written notice of the day, place, hour and purpose or purposes of special membership meetings shall be delivered not less than ten (10) nor more than thirty (30) days before the date of the meeting, either by e-mail or by mail at the direction of the President, the Secretary or the office or persons calling the meeting, to such members of record entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at this address as it appears on the books of the corporation with postage thereon prepaid.
- SECTION 6 MEMBERSHIP ROSTER: TTT shall keep an up-to-date roster of the name, address and phone number of each member. This will be referred to as TTT's Membership Roster.

#### ARTICLE III BOARD OF DIRECTORS

- SECTION 1 NUMBERS AND QUALIFICATION: The business affairs and property of the corporation shall be managed by a Board of Directors of not less than five (5) nor more than twenty-one (21) Board Members. Each Director must be a member of the corporation.
- SECTION 2 ELECTION TERM OF OFFICE: The Directors shall be elected by the members at each annual membership meeting to hold office until the next annual membership meeting and until their respective successors are elected and qualified. In the event of failure to elect Directors at any annual membership meeting or in the event of failure to hold any annual membership meeting as provided by these Bylaws, the Directors may be elected at a special meeting of the member duly called for that purpose.

The members of the Board of Directors shall include the following:

- a) A representative of the Tigard high School Drug and Alcohol Grad Night Committee,
- b) A representative of the Tigard-Tualatin School District,
- c) A representative of the City of Tigard,
- d) A representative of law enforcement,

#### e) A youth representative.

Preference for appointment of additional members to the Board of Directors shall be given to representatives of the following:

- DARE/GREAT
- Police Activities League
- OSSOM
- The Business community
- The Ministerial community
- Parents
- The Media
- Organizations that provide programs/services to youth in the community
- · Civic and Volunteer organizations
- Healthcare professionals
- Drug and Alcohol Counselors

#### SECTION 3 DUTIES AND RESPONSIBILITES: The Board of Directors shall:

- a) Serve as the legislative body for TTT.
- b) Determine plans and set direction and policy for TTT within the provisions of these bylaws.
- c) Recommend and implement annual program objectives and guidelines.
- d) Adopt an annual budget.
- e) Prepare rules of procedure within the framework of these bylaws to guide TTT in the pursuance of its objectives. These may include the duties and responsibilities of all officers and individuals working within the organization of TTT.
- f) Set forth working relationships between individuals and groups associated with TTT.
- g) Perform other duties as prescribed in these bylaws or as may be required by law or as may be necessary or proper in carrying out the purpose and goals of TTT.
- h) The Board may create committees or special task forces to further the goals and objectives of TTT
- SECTION 4 VACANCIES: Except as otherwise provided by law, vacancies in the board of Directors, whether caused by resignation, death, retirement, disqualification, removal or otherwise, may be filled by a majority vote of the remaining Directors attending any meeting of the Board of Directors, even though less than a quorum is present, upon notice to all of the remaining Directors that such vacancy is to be filled at such meeting. A Director that is elected to fill any vacancy shall hold office for the unexpired term of his predecessor and until his successor is elected and qualified.
- SECTION 5 QUORUMS AND VOTING: At any meeting of the Board of Directors the present in person of a majority of the Directors shall constitute a quorum for the transaction of business. If a quorum is present, the act of a

majority of Directors and of this corporation except as may be otherwise specifically provided by stature, the Articles of Incorporation, or by these Bylaws. The Directors present at a duly convened meeting may continue to do business until adjournment notwithstanding the withdrawal of enough Directors to leave less than a quorum. Abstention from voting on a motion by a Director present at a meeting at which there is a quorum shall be counted as a vote against the motion.

- SECTION 6 ANNUAL MEETING: The first meeting of each newly elected Board of Directors shall be known as the Annual Meeting thereof, and shall be held immediately after the annual membership meeting, or any special membership meeting at which a Board of Directors is elected. Said meeting shall be held at the same place as such membership meeting unless some other place shall be specified by resolution of the membership.
- SECTION 7 REGULAR MEETINGS: Regular meetings of the Board of Directors shall be held at such place, date and hour as shall, from time to time, are fixed by resolution of the Board.
- SECTION 8 SPECIAL MEETINGS: Special meetings of the Board of Directors may be held at any place, at any time, whenever called by the President, or any two or more Directors.

#### ARTICLE IV OFFICERS

SECTION 1 OFFICERS ENUMERATED/ELECTION: The Board will establish a Nominating Committee which will nominate officers. The Nominating Committee will be made up of active Board members, advisory board members and active civilian participants. Election will be by written ballot majority vote. The term of office for officers will be for one year beginning at the annual meeting, and ending at the following annual meeting unless said dates are modified by the board of Directors in accordance with the voting requirements previously described.

In addition to the Board of Directors, there may be an Advisory Board comprised of community leaders to advise the Board from time to time. These members will be nominated and elected by the Board of Directors.

- SECTION 2 TITLES: Officers of TTT shall be as follows:
  - A) President
  - B) Vice President
  - C) Secretary
  - D) Treasurer
  - E) Committee Chairs

SECTION 3 DUTIES:

- A) President shall be chief executive officer and shall have general supervision of the affairs of the organization
- B) Vice President shall, in the absence of the President, or at the direction of the President, perform the duties and exercise the powers of the President.
- C) Secretary shall keep accurate records of all meetings of the Board of Directors and shall have the authority to give all notices required by these bylaws. The Secretary shall maintain the membership roster and shall perform whatever additional duties and powers the Board may assign.
- D) Treasurer shall have custody of all funds and securities belonging to TTT, and shall receive, deposit, or disburse funds under the direction of the Board. The Treasurer shall keep all receipts and disbursements and shall prepare financial reports for the Board. Treasurer shall also perform additional duties and powers assigned by the Board.
- E) Committee Chairs shall act as heads of various committees and shall set their own meeting schedule, and outline and delegate duties as they see fit, as long as their objectives and purpose are within the framework specified in these bylaws and further (or support) the purpose and goals of TTT.
- SECTION 4 MANNER OF ELECTION: Officers shall be nominated and elected by two-thirds majority vote of a quorum of members present at an annual June meeting.
- SECTION 5 TERM OF OFFICE: Officers shall be elected and serve two-year terms, and serve not more than three consecutive terms, or six years.

  Members are eligible for re-election after one-year absence from an office.
- SECTION 6 VACANCIES: To fill any vacancy of an office, nominations will be opened and discussed, followed by an election of the members at a regular meeting, or at a special meeting called for that purpose. The term of office will be the unexpired term of the vacant position.
- SECTION 7 REMOVAL: Any officer may be removed from office for activities determined to be contrary to the purpose and goals of TTT, or for activities that are not in the best interest of TTT, or for unacceptable performance of duties.

A two-thirds majority vote of the quorum at any regular or special meeting of members is required for removal.

#### ARTICLE V MEETINGS

SECTION 1 Regular meetings of the Board of Directors shall be held at least every two months.

- SECTION 2 **Special meetings** of the Board may be called by or at the request of any Board member.
- SECTION 3 An **Annual meeting** of all members shall be held in June for the purpose of electing officers to serve as the Board of Directors, and also for the purpose of presenting an annual budget, updating information, evaluating progress, and sharing ideas among all members.
- SECTION 4 A **Membership meeting** shall be held at least quarterly with all members being invited to attend. The purpose is to update, share information, and evaluate TTT's progress in reaching its goals and objectives.
- SECTION 5 **Time and place** of each meeting shall be determined and set by the Board.
- SECTION 6 **Notice** of each meeting, whether it be regular, special, annual, or quarterly, shall be given to each member not less than seven days, or more than thirty days before the date on which the meeting is to be held.

#### ARTICLE VI FISCAL PROVISIONS

- SECTION 1 BUDGET: An annual budget shall be prepared by the Board of Directors and presented to the members for approval at the annual meeting in June
- SECTION 2 GENERAL FUND: Receipts from membership sources and donations from service clubs and businesses shall become a part of the General Fund of TTT. Expenses for materials and for the maintenance and conduct of the organization shall be paid from the General Fund.
- SECTION 3 SPECIAL FUND: Certain funds will be provided from sources other than membership dues and donation. These may carry specific assignments and shall be used for the specific purpose for which they were designated. The Board of Directors must approve sources of funding and this shall be reported at the next meeting of all members in attendance, either at an annual or quarterly meeting.
- SECTION 4 PAYMENTS: Any bills to be paid shall be paid from the General Fund which requires two signatures for withdrawal from savings accounts.

  Signatures required shall be from two of the following officers: President, Vice President, Secretary, or Treasurer.
- SECTION 5 FISCAL YEAR: The fiscal year begins July 1 and ends the following June 30.

# ARTICLE VII PARLIAMENTARY AUTHORITY

The procedure of all meetings of the Board of Directors and any other committee of TTT shall be governed and conducted according to Robert's Rules of Order.

# ARTICLE VIII DISSOLUTION

- SECTION 1 DISSOLUTION: Any decision to dissolve must be approved by two-thirds majority vote of the full Board of Directors in a mail ballot. A Board meeting at which dissolution is discussed must take place. Notification of the decision to ballot for dissolution must be sent to the full membership of TTT no later than sixty days prior to such balloting.
- SECTION 2 FUNDS: As a part of the procedure of dissolution, TTT shall use any funds only to accomplish the objectives and purpose specified in these bylaws, and no part of said funds shall insure or be distributed to the members of TTT. Any remaining funds, after paying or making provision for payment of all of the liabilities of TTT, shall be distributed to such other organizations that foster the same ideals as TTT. This shall be determined by the Board of Directors.

# ARTICLE IX AMENDMENTS TO THE BYLAWS

These laws may be amended by two-thirds majority vote by the Board of Directors present at any Board meeting. A written notice of the intention to amend, and the texts of the proposed amendments must be presented to each member of the board no less than ten days previous to the vote.

i:\adm\liz\ttt\bylaws of ttt\_doc1/18/05

8:13 AM 08/18/06 Cash Basis

# THS Grad Night Profit & Loss Budget vs. Actual July 2005 through June 2006

	Jul '05 - Jun 06	Budget	\$ Over Budget	% of Budget
Income				
50/50	1,549.63	1,400.00	149.63	110.7%
Balloon Festival	1,000.00	1,000.00	0.00	100.0%
Corporate Donations	5,347.00	4,000.00	1,347.00	133.7%
Fundraisers	1,125.01	2,500.00	-1,374.99	45.0%
Grants	2,000.00	2,000.00	0.00	100.0%
Interest Earned	7.69	15.00	-7.31	51.3%
Juan Young Trust	1,000.00	1,000.00	0.00	100.0%
Parent Donations	410.00	1,000.00	-590.00	41.0%
Snack Shack	3,479.31	3,000.00	479.31	116.0%
Spring Fling	76.93	75.00	1.93	102.6%
Ticket Sales	15,205.00	13,500.00	1,705.00	112.6%
TSO	1,270.00	1,500.00	-230.00	84.7%
Total Income	32,470.57	30,990.00	1,480.57	104.8%
Expense				
Decorations/Set-Up	359.06	300.00	59.06	119.7%
Entertainment/Games	785.67	550.00	235.67	142.8%
Food	186.35	500.00	-313.65	37.3%
Gifts	272.55	200.00	72.55	136.3%
Graduation Banner	160.00	150.00	10.00	106.7%
Insurance	250.00	275.00	-25.00	90.9%
Miscellaneous Exp	146.19	200.00	-53.81	73.1%
Postage/Supplies/PO Box	132.76	375.00	-242.24	35.4%
Printing	106.07	100.00	6.07	106.1%
Prizes	3,070.58	3,000.00	70.58	102.4%
Publicity	0.00	300.00	-300.00	0.0%
Site Expense	24,091.50	22,000.00	2,091.50	109.5%
Tax Prep	0.00	350.00	-350.00	0.0%
Total Expense	29,560.73	28,300.00	1,260.73	104.5%
Net Income	2,909.84	2,690.00	219.84	108.2%

### TUALATIN RIVERKEEPERS®

I2360 SW Main Street Tigard, OR 97223 (503) 620-7507 • fax: (503) 620-7645 • www.tualatinriverkeepers.org email: info@tualatinriverkeepers.org



February 2, 2007

Mr. Robert H. Sesnon Financial and Information Services Director City of Tigard 13125 SW Hall Blvd. Tigard, OR 97223

Dear Mr. Sesnon:

Enclosed please find Tualatin Riverkeepers' event funding application for 2007/08. We respectfully request a grant of \$4,500 to support our 2007/08 Trips and Tours program.

We just celebrated our first anniversary in our new Tigard office location and recognized that many of our members and volunteers are residents. Tigard is a great location for them and for our outreach opportunities.

Leadership of the organization changed in June as Executive Director, Sue Marshall, stepped down to pursue new opportunities and I took the lead. The transition has provided an opportunity to assess our programs and the effectiveness of our outreach. Trips and Tours is a very popular program and a great introduction to the Tualatin River and all that it offers. We are excited for the future.

Our annual audit is in its final stages of completion. In lieu of that document, I have enclosed a copy of our final 2005/06 Statement of Financial Activity. It includes the 2005/06 Budget and actual expenditures for the year. I have also enclosed the adopted 2006/07 budget. We have not yet developed a proposed budget for 2007/08, this is done in May and adopted in June 2007.

To ensure the appropriate documents are on file with your office, I am also enclosing copies of our Articles of Incorporation, our IRS tax determination letter, and the organization's By-Laws.

We are grateful for the generous support the City of Tigard has provided over a number of years. Your support has been very important allowing us to build an effective low cost recreational program. Thank you for your consideration.

Sincerely

Patricia Iron

**Executive Director** 

Enclosures (5)

### CITY OF TIGARD, OREGON 13125 SW HALL BLVD. TIGARD, OREGON 97223 503-639-4171

### FY 2007-08 COMMUNITY EVENTS FUNDING REQUEST

Due: February 5, 2007

Event Name:

Tualatin Riverkeepers' Trips & Tours 2007 Season

Address:

12360 SW Main St., Suite 100

City, State, Zip:

Tigard, OR 97223

Contact Name:

Patricia Iron

Telephone Number:

503-620-7507

E-mail address:

patricia@tualatinriverkeepers.org

1. Request (express in whole dollar amounts only)

**Cash** \$4,500

**In-Kind Services** (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)

\$ 500

**Total Request** 

\$5,000

Tualatin Riverkeepers additionally supports this project through individual contributions from our members, corporate sponsors and support of 117 trained volunteers contributing approximately 1,000 hours of service.

#### 2. Purpose of Funding Request:

Funding will support the Tualatin Riverkeepers' 2007 Trips and Tours Season featuring multiple outdoor activities (paddling, picnicking, hiking, and bicycling) the will run April through October. Outreach will be conducted to reach broad and diverse segments of the community including youth, low income, and Latino populations. Feature activities will include:

- 18<sup>th</sup> Annual Tualatin River Discovery Day with Cook Park as midpoint stop along the route from Tualatin To West Linn.
- 2<sup>nd</sup> Annual Paddle/Peddle a joint event with Audubon Society of Portland that will combine a bike ride along Fanno Creek trail to Cook Park where participants will then launch for a paddle on the Tualatin River.

• Dia de Disfrute del Rio Tualatin, a bi-lingual paddle/picnic and environmental fair designed for the Latino community.

To date, we have 12 scheduled public trips and anticipate a total of 30 events with participation of 600 people during the year. We are able to leverage funding with the business community through sponsorships and donations.

#### 3. How will this event benefit the Tigard Community?

This program provides local recreational opportunities that engages participants in environmental education, connects the community to local natural resources, and fosters watershed stewardship. Cook Park will again be featured as the midpoint stop on our 18<sup>th</sup> annual Tualatin River Discovery Day paddle route and we are organizing a multi-model peddle/paddle in collaboration with Audubon Society of Portland. The peddle will occur along Fanno Creek Trail with Cook Park as the launch site for the paddle. We also plan to expand Dia de Disfrute del Rio Tualatin which will also occur at Cook Park and will bring together Latino families to enjoy and learn more about the Tualatin River watershed.

Our events are open to the public and many of our participants, members, and volunteers are Tigard residents. These experiential activities are a most effective way to promote environmental awareness and stewardship. Additionally, our Trips and Tours program encourages outdoors physical activity and promotes a healthful lifestyle. Many of those who participate in our trips are first time paddlers who gain the skills and confidence needed to then venture out and repeat these experiences on their own.

Tualatin Riverkeepers' events are provided free or at a nominal cost of \$5 to \$10 per person.

### 4. How many Tigard residents do you anticipate participating in this event (or these events)?

We anticipate over 85 families will participate in the bi-lingual paddle day and approximately 600 individuals will participate in the paddling season as paddlers and volunteers. We will also organize a 2<sup>nd</sup> annual multi-modal paddle/peddle (40 participants) event highlighting the Fanno Creek trail and Cook Park. We anticipate approximately 30% of all participants will be from the Tigard area.

#### 5. Please submit the following information with this request:

- a. Detailed budget, including FY 2005-06 actual expenditures, FY 2006-07 Adopted Budget, and FY 2007-08 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. \*
- b. Audit report or financial statements for the last fiscal year.\*
- c. Articles of Incorporation.
- d. 501(c)(3) status.
- e. Organization Bylaws

Please note: Tualatin Riverkeepers will develop a proposed 2007/08 budget in May 2007. This information is not available at this time.

<sup>\*</sup> Lack of adequate financial information could result in denial of request.

### Tualatin Riverkeepers' Trips & Tours Program

#### In-Kind Services – use of City property

Tualatin Riverkeepers request a grant of \$4,500 from the City of Tigard for costs incurred from these events. Costs include: equipment rental and upkeep, traffic control, printing of *Tualatin River Tales*, and posters, staffing for event registration, and volunteer recruitment, training and coordination. Total cost of the Trips and Tours program is approximately \$40,000 supported largely through individual donations, corporate sponsorship, small fees and grants.

We are also requesting use of the Cook Park picnic facilities, boat ramp, dock and restrooms for Tualatin River Discovery Day, Dia de Disfrute del Rio Tualatin, and least three paddle trips this season. We assigned an estimated value of \$500 for these in-kind services throughout the year.

For the past seven years, Tualatin Riverkeepers has enjoyed the generous support of the City of Tigard for our Trips & Tours program. Thank you and we look forward to furthering our partnership as our headquarters are now located on Main Street, Tigard.

### 8

# Tualatin Riverkeepers Statement of Financial Activity Consolidated Departments For the Twelve Months Ending June 30, 2006

Pevenues		Current Month	Year to Date	Budget	Remaining In Budget	Percent of Budget
Government Grants	Revenues			901		Dauger
Government Grants         0.00         4,380.00         127,500.00         123,120.00         39, 88%           Memberships - IND/ORG         3,127,75         39,780.20         45,000.00         5,218.00         88%           Appeals/Major Gifts         138.00         10,780.00         17,000.00         6,220.00         633%           Corporate Support         250.00         23,925.50         18,000.00         (1,818.89)         144%           Events         0.00         4,3816.89         42,000.00         (1,818.89)         104%           ESOR Workplace Giving         0.00         9,385.01         8,900.00         (4,850.11)         105%           Contract Services/Trips         1,410.00         4,232.06         6,000.00         1,767.94         71%           Sales of Materials         160.90         2,757.22         1,600.00         (1,167.22)         172%           In-Kind Donations         99.98         3,099.98         9,840.00         6,740.02         32%           In-Kind Donations         99.98         3,099.98         9,840.00         6,740.02         32%           In-Kind Donations         40,398.26         294,422.17         395,570.00         101,147.33         74%           Expenses         3	Foundations Grants	35,000.00	151,200.00	118.930.00	(32,270,00)	127%
Memberships - INID/ORG	Government Grants				• • •	
Appels/Major Giffs	Memberships - IND/ORG	3,127.75	•		•	
Corporate Support   250.00   23.925.50   18,000.00   (5,925.50)   133%   Events   0.00   43,816.89   42,000.00   (1,816.89)   104%   104%   105%	·	138.00	•		•	
Events		250.00		•		
ESOR Workplace Giving	Events	0.00		•	• • • • • • • • • • • • • • • • • • • •	
Contract Services	ESOR Workplace Giving	0.00		•	• •	
Sales of Materials         160,90         2,757,22         1,600.00         (1,157,22)         172%           In-Kind Donations         99.98         3,099.98         9,840.00         6,740.02         32%           Other Income         182,99         767.04         500.00         (267.04)         153%           Interest         28.64         298.27         300.00         1.73         99%           Total Revenues         40,398.26         294,422.17         395,570.00         101,147.83         74%           Expenses         3         1,901.97         144,511.94         167,634.00         23,122.06         86%           Taxes and Fringe Benefits         (1,432.44)         39,374.99         46,763.00         7,388.01         84%           Americorps         0.00         5,170.00         6,500.00         1,330.00         80%           Total Personnel         469.53         189,056.93         220,897.00         31,840.07         86%           Contract Services         0.00         5,155.53         45,000.00         39,844.47         11%           Professional Services         178.71         17,436.12         24,150.00         6,713.88         72%           Occupancy         1,000.00         10,460.00	Contract Services/Trips	1,410.00		•		
In-Kind Donations   99.98   3,099.98   9,840.00   6,740.02   32%     Other Income   182.99   767.04   500.00   (267.04)   153%     Interest   28.64   298.27   300.00   1.73   99%     Total Revenues   40,398.26   294,422.17   395,570.00   101,147.83   74%     Expenses   Salaries   1,901.97   144,511.94   167,634.00   23,122.06   86%     Taxes and Fringe Benefits   (1,432.44)   39,374.99   46,763.00   7,388.01   84%     Americorps   0.00   5,170.00   6,500.00   1,330.00   86%     Total Personnel   469.53   189,056.93   220,897.00   31,840.07   86%     Contract Services   0.00   5,155.53   45,000.00   39,844.47   11%     Professional Services   178.71   17,436.12   24,150.00   6,713.88   72%     Cocupancy   1,000.00   10,460.00   14,260.00   3,800.00   73%     Insurance   1,138.90   7,009.64   4,492.00   (2,517.64)   156%     Telephone   417.60   4,445.14   3,600.00   (845.14)   123%     Supplies   691.41   5,530.77   5,000.00   (530.77)   111%     Equipment Purchases   0.00   0.00   2,430.00   2,430.00   0%     Postage   320.09   3,909.49   3,800.00   (109.49)   103%     Publications   0.00   5,053.98   6,000.00   946.02   84%     Publications   0.00   269.01   800.00   530.99   34%     Publications   0.00   269.01   800.00   530.99   34%     Advertising   0.00   269.01   800.00   530.99   34%     Member Outreach   0.00   75.00   2,000.00   1,925.00   4%     Travel   43.65   1,680.14   2,600.00   919.86   65%     Miscellaneous   1,153.78   3,764.75   1,250.00   (2,514.75)   301%     Meetings/Food & Beverage   6,010.90   8,225.92   12,500.00   (2,514.75)   301%     Meetings/Food & Beverage   6,010.90   8,225.92   12,500.00   (2,514.75)   301%     Depreciation   457.43   5,391.55   2,500.00   (2,514.75)   301%     Temp Restricted   11,882.00   268,089.17   360,979.00   32,889.83   74%     Temp Restricted   28,516.26   26,333.00   34,591.00   8,258.00   76%	Sales of Materials	160.90	2,757.22	•		
Differ   Income   182.99	In-Kind Donations	99.98		•	•	
Total Revenues	Other Income	182.99			•	
Expenses	Interest	28.64	298.27	300.00	•	
Salaries         1,901.97         144,511.94         167,634.00         23,122.06         86%           Taxes and Fringe Benefits Americorps         (1,432.44)         39,374.99         46,763.00         7,388.01         84%           Americorps         0.00         5,170.00         6,500.00         1,330.00         80%           Total Personnel         469.53         189,056.93         220,897.00         31,840.07         86%           Contract Services         0.00         5,155.53         45,000.00         39,844.47         11%           Professional Services         178.71         17,436.12         24,150.00         6,713.88         72%           Occupancy         1,000.00         10,460.00         14,260.00         3,800.00         73%           Insurance         1,138.90         7,009.64         4,492.00         (2,517.64)         156%           Telephone         417.60         4,445.14         3,600.00         (845.14)         123%           Supplies         691.41         5,530.77         5,000.00         (530.77)         111%           Equipment Purchases         0.00         0.00         2,430.00         2,430.00         2,430.00         2,430.00         2,430.00         11%           P	Total Revenues	40,398.26	294,422.17	395,570.00		
Salaries         1,901.97         144,511.94         167,634.00         23,122.06         86%           Taxes and Fringe Benefits Americorps         (1,432.44)         39,374.99         46,763.00         7,388.01         84%           Americorps         0.00         5,170.00         6,500.00         1,330.00         80%           Total Personnel         469.53         189,056.93         220,897.00         31,840.07         86%           Contract Services         0.00         5,155.53         45,000.00         39,844.47         11%           Professional Services         178.71         17,436.12         24,150.00         6,713.88         72%           Occupancy         1,000.00         10,460.00         14,260.00         3,800.00         73%           Insurance         1,138.90         7,009.64         4,492.00         (2,517.64)         156%           Telephone         417.60         4,445.14         3,600.00         (845.14)         123%           Supplies         691.41         5,530.77         5,000.00         (530.77)         111%           Equipment Purchases         0.00         0.00         2,430.00         2,430.00         2,430.00         2,430.00         2,430.00         11%           P						
Taxes and Fringe Benefits (1,432.44) 39,374.99 46,763.00 7,388.01 84% Americorps 0.00 5,170.00 6,500.00 1,330.00 80% Total Personnel 469.53 189,056.93 220,897.00 31,840.07 86%  Contract Services 0.00 5,155.53 45,000.00 39,844.47 11% Professional Services 178.71 17,436.12 24,150.00 6,713.88 72% Occupancy 1,000.00 10,460.00 14,260.00 3,800.00 73% Insurance 1,138.90 7,009.64 4,492.00 (2,517.64) 156% Telephone 417.60 4,445.14 3,600.00 (845.14) 123% Supplies 691.41 5,530.77 5,000.00 (530.77) 111% Equipment Purchases 0.00 0.00 2,430.00 (340.00 0% Postage 320.09 3,909.49 3,800.00 (109.49) 103% Printing 0.00 5,053.98 6,000.00 946.02 84% Publications 0.00 340.20 5,600.00 5259.80 6% Advertising 0.00 269.01 800.00 530.99 34% Dues 0.00 0.00 269.01 800.00 530.99 34% Member Outreach 0.00 75.00 2,000.00 1,925.00 4% Travel 43.65 1,680.14 2,600.00 919.86 65% Conferences/Training 0.00 285.00 3,500.00 3,215.00 8% Meetings/Food & Beverage 6,010.90 8,225.92 12,500.00 (2,517.55) 301% Depreciation 457.43 5,391.55 2,500.00 (2,517.55) 301% Total Support Costs 11,882.00 268,089.17 360,979.00 92,889.83 74% Net Income 28,516.26 26,333.00 34,591.00 8,258.00 76%	-					
Total Personnel		1,901.97	144,511.94	167,634.00	23,122.06	86%
Total Personnel         469.53         189,056.93         220,897.00         31,840.07         86%           Contract Services         0.00         5,155.53         45,000.00         39,844.47         11%           Professional Services         178.71         17,436.12         24,150.00         6,713.88         72%           Occupancy         1,000.00         10,460.00         14,260.00         3,800.00         73%           Insurance         1,138.90         7,009.64         4,492.00         (2,517.64)         156%           Telephone         417.60         4,445.14         3,600.00         (845.14)         123%           Supplies         691.41         5,530.77         5,000.00         (530.77)         111%           Equipment Purchases         0.00         0.00         2,430.00         2,430.00         0%           Postage         320.09         3,990.49         3,800.00         (109.49)         103%           Printing         0.00         5,053.98         6,000.00         946.02         84%           Publications         0.00         340.20         5,600.00         5,259.80         6%           Advertising         0.00         269.01         800.00         530.99         34%		(1,432.44)	39,374.99	46,763.00	7,388.01	84%
Contract Services 0.00 5,155.53 45,000.00 39,844.47 11% Professional Services 178.71 17,436.12 24,150.00 6,713.88 72% Occupancy 1,000.00 10,460.00 14,260.00 3,800.00 73% Insurance 1,138.90 7,009.64 4,492.00 (2,517.64) 156% Telephone 417.60 4,445.14 3,600.00 (845.14) 123% Supplies 691.41 5,530.77 5,000.00 (530.77) 111% Equipment Purchases 0.00 0.00 2,430.00 2,430.00 0% Postage 320.09 3,909.49 3,800.00 (109.49) 103% Printing 0.00 5,053.98 6,000.00 946.02 84% Publications 0.00 340.20 5,600.00 5,259.80 6% Advertising 0.00 268.01 8800.00 530.99 34% Dues 0.00 0.00 600.00 600.00 600.00 0% Member Outreach 0.00 75.00 2,000.00 1,925.00 4% Travel 43.65 1,680.14 2,600.00 919.86 65% Conferences/Training 0.00 285.00 3,500.00 3,215.00 8% Meetings/Food & Beverage 6,010.90 8,225.92 12,500.00 4,274.08 66% Miscellaneous 1,153.78 3,764.75 1,250.00 (2,514.75) 301% Depreciation 457.43 5,391.55 2,500.00 (2,514.75) 301% Total Support Costs 11,412.47 79,032.24 140,082.00 61,049.76 56% Total Expenses 11,882.00 268,089.17 360,979.00 92,889.83 74% Pierre Restricted Released			5,170.00	6,500.00	1,330.00	80%
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Professional Services 178.71 17,436.12 24,150.00 6,713.88 72% Occupancy 1,000.00 10,460.00 14,260.00 3,800.00 73% Insurance 1,138.90 7,009.64 4,492.00 (2,517.64) 156% Telephone 417.60 4,445.14 3,600.00 (845.14) 123% Supplies 691.41 5,530.77 5,000.00 (530.77) 111% Equipment Purchases 0.00 0.00 2,430.00 2,430.00 0% Postage 320.09 3,909.49 3,800.00 (109.49) 103% Printing 0.00 5,053.98 6,000.00 946.02 84% Publications 0.00 340.20 5,600.00 5,259.80 6% Advertising 0.00 269.01 800.00 530.99 34% Dues 0.00 0.00 600.00 600.00 0% Member Outreach 0.00 75.00 2,000.00 1,925.00 4% Travel 43.65 1,680.14 2,600.00 919.86 65% Conferences/Training 0.00 285.00 3,500.00 3,215.00 8% Meetings/Food & Beverage 6,010.90 8,225.92 12,500.00 4,274.08 66% Miscellaneous 1,153.78 3,764.75 1,250.00 (2,514.75) 301% Depreciation 457.43 5,391.55 2,500.00 (2,891.55) 216% Total Support Costs 11,412.47 79,032.24 140,082.00 61,049.76 56% Temp Restricted Released						
Professional Services 178.71 17,436.12 24,150.00 6,713.88 72% Occupancy 1,000.00 10,460.00 14,260.00 3,800.00 73% Insurance 1,138.90 7,009.64 4,492.00 (2,517.64) 156% Telephone 417.60 4,445.14 3,600.00 (845.14) 123% Supplies 691.41 5,530.77 5,000.00 (530.77) 111% Equipment Purchases 0.00 0.00 2,430.00 2,430.00 0% Postage 320.09 3,909.49 3,800.00 (109.49) 103% Printing 0.00 5,053.98 6,000.00 946.02 84% Publications 0.00 340.20 5,600.00 5,259.80 6% Advertising 0.00 269.01 800.00 530.99 34% Dues 0.00 0.00 600.00 600.00 0% Member Outreach 0.00 75.00 2,000.00 1,925.00 4% Travel 43.65 1,680.14 2,600.00 919.86 65% Conferences/Training 0.00 285.00 3,500.00 3,215.00 8% Meetings/Food & Beverage 6,010.90 8,225.92 12,500.00 4,274.08 66% Miscellaneous 1,153.78 3,764.75 1,250.00 (2,514.75) 301% Depreciation 457.43 5,391.55 2,500.00 (2,891.55) 216% Total Support Costs 11,412.47 79,032.24 140,082.00 61,049.76 56% Temp Restricted Released	Contract Services	0.00	5.155.53	45,000.00	39 844 47	11%
Occupancy         1,000.00         10,460.00         14,260.00         3,800.00         73%           Insurance         1,138.90         7,009.64         4,492.00         (2,517.64)         156%           Telephone         417.60         4,445.14         3,600.00         (845.14)         123%           Supplies         691.41         5,530.77         5,000.00         (530.77)         111%           Equipment Purchases         0.00         0.00         2,430.00         2,430.00         0%           Postage         320.09         3,909.49         3,800.00         (109.49)         103%           Printing         0.00         5,053.98         6,000.00         946.02         84%           Publications         0.00         340.20         5,600.00         5,259.80         6%           Advertising         0.00         269.01         800.00         530.99         34%           Dues         0.00         0.00         600.00         600.00         0%           Member Outreach         0.00         75.00         2,000.00         1925.00         4%           Travel         43.65         1,680.14         2,600.00         919.86         65%           Conferences/Trainin	Professional Services		•	•	·	
Insurance			•	•	•	
Telephone         417.60         4,445.14         3,600.00         (845.14)         123%           Supplies         691.41         5,530.77         5,000.00         (530.77)         111%           Equipment Purchases         0.00         0.00         2,430.00         2,430.00         0%           Postage         320.09         3,909.49         3,800.00         (109.49)         103%           Printing         0.00         5,053.98         6,000.00         946.02         84%           Publications         0.00         340.20         5,600.00         5,259.80         6%           Advertising         0.00         269.01         800.00         530.99         34%           Dues         0.00         0.00         600.00         600.00         0%           Member Outreach         0.00         75.00         2,000.00         1,925.00         4%           Travel         43.65         1,680.14         2,600.00         919.86         65%           Conferences/Training         0.00         285.00         3,500.00         3,215.00         8%           Meetings/Food & Beverage         6,010.90         8,225.92         12,500.00         (2,514.75)         301%	•					
Supplies         691.41         5,530.77         5,000.00         (530.77)         111%           Equipment Purchases         0.00         0.00         2,430.00         2,430.00         0%           Postage         320.09         3,909.49         3,800.00         (109.49)         103%           Printing         0.00         5,053.98         6,000.00         946.02         84%           Publications         0.00         340.20         5,600.00         5,259.80         6%           Advertising         0.00         269.01         800.00         530.99         34%           Dues         0.00         0.00         600.00         600.00         0%           Member Outreach         0.00         75.00         2,000.00         1,925.00         4%           Travel         43.65         1,680.14         2,600.00         919.86         65%           Conferences/Training         0.00         285.00         3,500.00         3,215.00         8%           Meetings/Food & Beverage         6,010.90         8,225.92         12,500.00         4,274.08         66%           Miscellaneous         1,153.78         3,764.75         1,250.00         (2,891.55)         216%	Telephone	· ·	•		•	
Equipment Purchases         0.00         0.00         2,430.00         2,430.00         0%           Postage         320.09         3,909.49         3,800.00         (109.49)         103%           Printing         0.00         5,053.98         6,000.00         946.02         84%           Publications         0.00         340.20         5,600.00         5,259.80         6%           Advertising         0.00         269.01         800.00         530.99         34%           Dues         0.00         0.00         600.00         600.00         600.00         0%           Member Outreach         0.00         75.00         2,000.00         1,925.00         4%           Travel         43.65         1,680.14         2,600.00         919.86         65%           Conferences/Training         0.00         285.00         3,500.00         3,215.00         8%           Meetings/Food & Beverage         6,010.90         8,225.92         12,500.00         4,274.08         66%           Miscellaneous         1,153.78         3,764.75         1,250.00         (2,514.75)         301%           Depreciation         457.43         5,391.55         2,500.00         (2,891.55)         216% </td <td>Supplies</td> <td>691.41</td> <td>•</td> <td></td> <td>` '</td> <td></td>	Supplies	691.41	•		` '	
Postage         320.09         3,909.49         3,800.00         (109.49)         103%           Printing         0.00         5,053.98         6,000.00         946.02         84%           Publications         0.00         340.20         5,600.00         5,259.80         6%           Advertising         0.00         269.01         800.00         530.99         34%           Dues         0.00         0.00         600.00         600.00         0%           Member Outreach         0.00         75.00         2,000.00         1,925.00         4%           Travel         43.65         1,680.14         2,600.00         919.86         65%           Conferences/Training         0.00         285.00         3,500.00         3,215.00         8%           Meetings/Food & Beverage         6,010.90         8,225.92         12,500.00         4,274.08         66%           Miscellaneous         1,153.78         3,764.75         1,250.00         (2,891.55)         301%           Depreciation         457.43         5,391.55         2,500.00         (2,891.55)         216%           Total Support Costs         11,412.47         79,032.24         140,082.00         61,049.76         56% </td <td>Equipment Purchases</td> <td>0.00</td> <td>•</td> <td></td> <td>• •</td> <td></td>	Equipment Purchases	0.00	•		• •	
Printing         0.00         5,053.98         6,000.00         946.02         84%           Publications         0.00         340.20         5,600.00         5,259.80         6%           Advertising         0.00         269.01         800.00         530.99         34%           Dues         0.00         0.00         600.00         600.00         0%           Member Outreach         0.00         75.00         2,000.00         1,925.00         4%           Travel         43.65         1,680.14         2,600.00         919.86         65%           Conferences/Training         0.00         285.00         3,500.00         3,215.00         8%           Meetings/Food & Beverage         6,010.90         8,225.92         12,500.00         4,274.08         66%           Miscellaneous         1,153.78         3,764.75         1,250.00         (2,514.75)         301%           Depreciation         457.43         5,391.55         2,500.00         (2,891.55)         216%           Total Support Costs         11,412.47         79,032.24         140,082.00         61,049.76         56%           Temp Restricted         28,516.26         26,333.00         34,591.00         8,258.00         76%		320.09			•	
Publications         0.00         340.20         5,600.00         5,259.80         6%           Advertising         0.00         269.01         800.00         530.99         34%           Dues         0.00         0.00         600.00         600.00         0%           Member Outreach         0.00         75.00         2,000.00         1,925.00         4%           Travel         43.65         1,680.14         2,600.00         919.86         65%           Conferences/Training         0.00         285.00         3,500.00         3,215.00         8%           Meetings/Food & Beverage         6,010.90         8,225.92         12,500.00         4,274.08         66%           Miscellaneous         1,153.78         3,764.75         1,250.00         (2,514.75)         301%           Depreciation         457.43         5,391.55         2,500.00         (2,891.55)         216%           Total Support Costs         11,412.47         79,032.24         140,082.00         61,049.76         56%           Temp Restricted         28,516.26         26,333.00         34,591.00         8,258.00         76%	Printing	0.00	•	•	•	
Advertising         0.00         269.01         800.00         530.99         34%           Dues         0.00         0.00         600.00         600.00         0%           Member Outreach         0.00         75.00         2,000.00         1,925.00         4%           Travel         43.65         1,680.14         2,600.00         919.86         65%           Conferences/Training         0.00         285.00         3,500.00         3,215.00         8%           Meetings/Food & Beverage         6,010.90         8,225.92         12,500.00         4,274.08         66%           Miscellaneous         1,153.78         3,764.75         1,250.00         (2,514.75)         301%           Depreciation         457.43         5,391.55         2,500.00         (2,891.55)         216%           Total Support Costs         11,412.47         79,032.24         140,082.00         61,049.76         56%           Net Income         28,516.26         26,333.00         34,591.00         8,258.00         76%	Publications	0.00	340.20			
Dues         0.00         0.00         600.00         600.00         0%           Member Outreach         0.00         75.00         2,000.00         1,925.00         4%           Travel         43.65         1,680.14         2,600.00         919.86         65%           Conferences/Training         0.00         285.00         3,500.00         3,215.00         8%           Meetings/Food & Beverage         6,010.90         8,225.92         12,500.00         4,274.08         66%           Miscellaneous         1,153.78         3,764.75         1,250.00         (2,514.75)         301%           Depreciation         457.43         5,391.55         2,500.00         (2,891.55)         216%           Total Support Costs         11,412.47         79,032.24         140,082.00         61,049.76         56%           Net Income         28,516.26         26,333.00         34,591.00         8,258.00         76%           Temp Restricted Released	Advertising	0.00	269.01	•	•	
Member Outreach         0.00         75.00         2,000.00         1,925.00         4%           Travel         43.65         1,680.14         2,600.00         919.86         65%           Conferences/Training         0.00         285.00         3,500.00         3,215.00         8%           Meetings/Food & Beverage         6,010.90         8,225.92         12,500.00         4,274.08         66%           Miscellaneous         1,153.78         3,764.75         1,250.00         (2,514.75)         301%           Depreciation         457.43         5,391.55         2,500.00         (2,891.55)         216%           Total Support Costs         11,412.47         79,032.24         140,082.00         61,049.76         56%           Total Expenses         11,882.00         268,089.17         360,979.00         92,889.83         74%           Net Income         28,516.26         26,333.00         34,591.00         8,258.00         76%           Temp Restricted Released         Released	Dues	0.00	0.00	600.00		
Travel         43.65         1,680.14         2,600.00         919.86         65%           Conferences/Training         0.00         285.00         3,500.00         3,215.00         8%           Meetings/Food & Beverage         6,010.90         8,225.92         12,500.00         4,274.08         66%           Miscellaneous         1,153.78         3,764.75         1,250.00         (2,514.75)         301%           Depreciation         457.43         5,391.55         2,500.00         (2,891.55)         216%           Total Support Costs         11,412.47         79,032.24         140,082.00         61,049.76         56%           Total Expenses         11,882.00         268,089.17         360,979.00         92,889.83         74%           Net Income         28,516.26         26,333.00         34,591.00         8,258.00         76%           Temp Restricted Released	Member Outreach	0.00	75.00			
Conferences/Training         0.00         285.00         3,500.00         3,215.00         8%           Meetings/Food & Beverage         6,010.90         8,225.92         12,500.00         4,274.08         66%           Miscellaneous         1,153.78         3,764.75         1,250.00         (2,514.75)         301%           Depreciation         457.43         5,391.55         2,500.00         (2,891.55)         216%           Total Support Costs         11,412.47         79,032.24         140,082.00         61,049.76         56%           Total Expenses         11,882.00         268,089.17         360,979.00         92,889.83         74%           Net Income         28,516.26         26,333.00         34,591.00         8,258.00         76%           Temp Restricted Released         Released         10,000         1	Travel	43.65	1,680.14	•		
Meetings/Food & Beverage       6,010.90       8,225.92       12,500.00       4,274.08       66%         Miscellaneous       1,153.78       3,764.75       1,250.00       (2,514.75)       301%         Depreciation       457.43       5,391.55       2,500.00       (2,891.55)       216%         Total Support Costs       11,412.47       79,032.24       140,082.00       61,049.76       56%         Total Expenses       11,882.00       268,089.17       360,979.00       92,889.83       74%         Net Income       28,516.26       26,333.00       34,591.00       8,258.00       76%         Temp Restricted Released	Conferences/Training	0.00		•		
Miscellaneous       1,153.78       3,764.75       1,250.00       (2,514.75)       301%         Depreciation       457.43       5,391.55       2,500.00       (2,891.55)       216%         Total Support Costs       11,412.47       79,032.24       140,082.00       61,049.76       56%         Total Expenses       11,882.00       268,089.17       360,979.00       92,889.83       74%         Net Income       28,516.26       26,333.00       34,591.00       8,258.00       76%         Temp Restricted Released	Meetings/Food & Beverage	6,010.90	8,225.92	12,500.00		
Depreciation         457.43         5,391.55         2,500.00         (2,891.55)         216%           Total Support Costs         11,412.47         79,032.24         140,082.00         61,049.76         56%           Total Expenses         11,882.00         268,089.17         360,979.00         92,889.83         74%           Net Income         28,516.26         26,333.00         34,591.00         8,258.00         76%           Temp Restricted Released         Released         11,882.00	Miscellaneous	1,153.78	3,764.75	1,250.00	(2,514.75)	
Total Support Costs         11,412.47         79,032.24         140,082.00         61,049.76         56%           Total Expenses         11,882.00         268,089.17         360,979.00         92,889.83         74%           Net Income         28,516.26         26,333.00         34,591.00         8,258.00         76%           Temp Restricted Released         Released         76% </td <td>Depreciation</td> <td>457.43</td> <td>5,391.55</td> <td>2,500.00</td> <td>, ,</td> <td></td>	Depreciation	457.43	5,391.55	2,500.00	, ,	
Net Income 28,516.26 26,333.00 34,591.00 8,258.00 76%  Temp Restricted Released	Total Support Costs	11,412.47	79,032.24			
Temp Restricted Released	Total Expenses	11,882.00	268,089.17	360,979.00	92,889.83	74%
Released	Net Income	28,516.26	26,333.00	34,591.00	8,258.00	76%
Foundation Grants 0.00 38,351.61 38,239.26 (112.35)	Released	• • •			,	
	roundation Grants	0.00	38,351.61	38,239.26	(112.35)	

Net unrestricted income

64,572.26

#### Tualatin Riverkeepers Adopted 2006-07 Budget

### TUALATIN RIVERKEEPERS Statement of Activities

Revenue           New Revenue         10,000         10,000         20,000         10,000         -           Government Grants         -         167,606         3,000         -         -           Memberships - IND/ORG         40,000           Appeals/Major Gifts         -         -         -         14,000           Corporate Support         15,000         15,000         15,000           Events         -         42,000         9,600	50,000 170,606 40,000 14,000 15,000 42,000 9,600 6,000 1,600 800 3,500
New Revenue         Foundation Grants         10,000         10,000         20,000         10,000         -           Government Grants         -         167,606         3,000         -         -           Memberships - IND/ORG         40,000           Appeals/Major Gifts         -         -         -         14,000           Corporate Support         15,000         42,000	170,606 40,000 14,000 15,000 42,000 9,600 6,000 1,600 800
Foundation Grants         10,000         10,000         20,000         10,000         -           Government Grants         -         167,606         3,000         -         -           Memberships - IND/ORG         40,000           Appeals/Major Gifts         -         -         -         14,000           Corporate Support         15,000           Events         -         -         42,000	170,606 40,000 14,000 15,000 42,000 9,600 6,000 1,600 800
Government Grants       -       167,606       3,000       -       -       -         Memberships - IND/ORG       40,000         Appeals/Major Gifts       -       -       -       14,000         Corporate Support       15,000         Events       -       -       42,000	170,606 40,000 14,000 15,000 42,000 9,600 6,000 1,600 800
Memberships - IND/ORG       40,000         Appeals/Major Gifts       -       -       -       14,000         Corporate Support       15,000         Events       -       42,000	40,000 14,000 15,000 42,000 9,600 6,000 1,600 800
Appeals/Major Gifts         -         -         -         -         14,000           Corporate Support         15,000           Events         -         42,000	14,000 15,000 42,000 9,600 6,000 1,600 800
Corporate Support         15,000           Events         -         42,000	15,000 42,000 9,600 6,000 1,600 800
Events - 42,000	42,000 9,600 6,000 1,600 800
·	9,600 6,000 1,600 800
	6,000 1,600 800
Contract Services/Trips - 4,000 2,000	1,600 800
Sales of Materials 1,600	800
Other 800	
Interest 3,500	
Total Revenue 10,000 181,606 26,600 14,300 120,600	353,106
Released from Restriction	
Foundation Grants 18,000 14,000 30,000 -	62,000
Government Grants 4,900 -	4,900
18,000 18,900 - 30,000 -	66,900
Total 28,000 200,506 26,600 44,300 120,600	420,006
Expenses Personnel	•
Salaries 31,792 30,408 29,230 21,942 21,215	134,587
Taxes and Fringe Benefits 3,179 3,041 2,923 2,194 2,122	13,459
Cafeteria Plan 6,000 6,000 6,000 4,320 1,680	24,000
Americorps 7,500	7,500
40,971 39,449 45,653 28,456 25,017 Operating	179,545
Contract Services - 121,000	121,000
Professional Services 2,800 2,300 1,800 6,800 5,500	19,200
Occupancy 3,300 3,300 3,300 -	13,200
Insurance 585 586 1,800 2,278	5,249
Telephone 800 800 800 800 400	3,600
Office Supplies 1,000 1,000 1,000 1,000 1,000	5,000
Equipment 500 500 500 500	2,000
Postage 800 600 1,600 1,000 1,000	5,000
Printing 2,000 1,000 2,000 1,500 1,000	7,500
Subscriptions / Publications 200 200 200	600
Advertising 300 500	800
Dues 600 -	600
Travel 700 700 500 350 350	2,600
Conferences/Training 650 650 650 900 650	3,500
Meetings/Food & Beverages 300 300 6,600 300 -	7,500
Miscellaneous 250 250 250 250 250	1,250
Depreciation 550 550 2,750 1,100 550	5,500
14,435 133,736 23,550 21,178 11,200	204,099
Total Expenses         55,406         173,185         69,203         49,634         36,217	383,644
Increase/(Decrease) in Net Assets (27,406) 27,321 (42,603) (5,334) 84,383	36,362

Submit the original and one true copy \$20.00

.egistry Number:

282213-80.



SECRETARY OF STATE Corporation Division Business Registry 158 12th Street NE Salem, OR 97310-0210 (503) 378-4166 THIS SPACE FOR OFFICE USE ONLY

FILED

FEB 13 1992

SECRETARY OF STATE

# ARTICLES OF INCORPORATION

Nonprofit Corporation

H. Harris	PLEASE TYPE OR PRINT L	EGIBLY IN BLACK I	NK	
ARTICLE 1:	Name of the corporation:TUALA	TIN RIVERKEEPERS		
ATTIOLL II			•	
ARTICLE 2:	Type of corporation (check one on	ly):		
	X Public benefit			
	Mutual benefit			
	Religious			
	Name of the initial registered agen	t: KATHY CLAIR		
ARTICLE 3:	Residence or office address of reg		a street add	
	17890 S.W. ELSNER RD.	SHERWOOD	Oregon	97140
	Street and number	City		Zip code
ARTICLE 4:	Principal office address:	et.		
	17890 S.W. ELSNER RD.	SHERWOOD	Oregon	97140 Zip code
	Street and number	City		Zip code
		embers:		
ARTICLE 5:	Indicate if corporation will have me			
•	Yes			
	X No			
ARTICLE 6:	Distribution of assets on dissolution	on or final liquidation:	···	
	To a non-profit environme: Washington or Clackamas C	ntal organization ounties	located i	n ·

# ARTICLES OF INCORPORATION NONPROFIT CORPORATION

Page 2				
Name of co	rporation:TUA	LATIN RIVERKEEPE	RS	
				_
ARTICLE 7:	Name and address of (If the corporation is addresses below.)		nal. I must list three directors and their	
	Kathy Clair		17890 S.W. Elsner Rd. Sherw	2
	Rob Baur		15941 S.W. Inverurie Rd. La	
	April Olbrich		OR 970 17960 S.W. Kinnaman #8, Aloha OR	
ARTICLÉ 8:	Each director n	amed has consented	to this appointment.	
ARTICLE 9:	Optional provisions:			
ARTICLE 10	: Name and address of	f the incorporator:	•	
	Kathy Clair Name		17890 S.W. Elsner Rd. Sherwood C Address	R
Execution:	Signature	Printed na	ATHY CLAIR Incorporator Incorporator	
Person to co	intact about this filing:	KIM GORDON	503-238-1069	_
		Name	Daytime phone numb	<i>=</i> 1

Make checks payable to the Corporation Division. Submit the completed form and fee to: Corporation Division Business Registry, 158 12th Street NE, Salem, Oregon 97310-0210.

NP-1 (7/91)

: Tama J Steeren

#### AMENDED ARTICLES OF INCORPORATION

OF

#### Tualatin Riverkeepers

#### ARTICLE I

The name of this corporation is the Tualatin Riverkeepers and its duration shall be perpetual.

#### ARTICLE II

This corporation is a public benefit corporation.

#### ARTICLE III

The purposes for which the corporation is organized are:

- A. This corporation is organized exclusively for charitable educational and scientific purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501)c)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.
- B. The primary purpose of the corporation is to create, establish and provide an independent nonprofit educational resource to promote the educational, scientific, historical and recreational aspects of the Tualatin River.
- C. The corporation may engage in any lawful activity, none of which is profit, for which corporations may be organized under Oregon law.

#### ARTICLE IV

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III.

No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law, or (b) by a corporation, contributions to which are deductible under section 197(c)(2) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

#### ARTICLE V

In the event of the winding up and dissolution of this corporation, after paying or adequately providing for all debts and obligations of the corporation, all remaining assets shall be distributed to a nonprofit fund, foundation, or corporation organized and operated exclusively for charitable, educational, or scientific purposes and which has established its tax-exempt status under section 501(c)(3) of the Internal Revenue Code or any corresponding provision of any future United States Internal Revenue Law. If possible, assets shall be distributed to an environmental organization located in Washington County and/or Clackamas County which meets the above qualifications.

#### ARTICLE VI

This corporation shall have no members.

#### ARTICLE VII

No director or uncompensated officer of this corporation shall be liable to the corporation for monetary damages for conduct as a director or officer, for any act or omission occurring prior to January 26, 1992, to the fullest extent permitted by the Oregon Nonprofit Corporation Act.

#### ARTICLE VIII

The corporation must indemnify, to the fullest extent permitted by the Oregon Business Corporation Act, any person who has been made, or is threatened to be made, a party to an action, suit, or proceeding, because the person is or was a director or officer of the Corporation. The Corporation must also pay the reasonable expenses incurred by such a person in advance of the final disposition of any such proceeding.

#### ARTICLE IX

The board of directors may appoint a person or persons to exercise some or all of the powers which would otherwise be exercised by the board of directors. To the extent so authorized, the person or persons shall have the duties and responsibilities of the directors, and the directors shall be relieved to that extent from such duties and responsibilities.

#### ARTICLE X

This corporation will not discriminate against any person on the basis of race, color, sex, religion, creed, or ethnic or national origin.

INTERNAL REVENUE SERVICE DISTRICT DIRECTOR P. O. BOX 2508 CINCINNATI, OH 45201

Date: APR 6 1998

TUALATIN RIVERKEEPERS 16340 SW BEEF BEND RD SHERWOOD, OR 97140-7411 Employer Identification Number: 94-3184499
DLN:

17053059783028

Contact Person:

D. A. DOWNING Contact Telephone Number:

(513) 241-5199

Our Letter Dated:

September, 1993

Addendum Applies:

No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Districk Director

#### **BYLAWS**

#### TUALATIN RIVERKEEPERS

#### ARTICLE I. GENERALLY.

<u>Section 1.1 Name:</u> The name of this non-profit, public benefit Corporation is the Tualatin Riverkeepers, hereinafter referred to as "Riverkeepers".

<u>Section 1.2 Purpose:</u> The primary purpose of the Riverkeepers is to create, establish, and provide an independent non-profit educational resource to promote the educational, scientific, historical and recreational aspects of the Tualatin River and its watershed.

#### ARTICLE II. <u>MEMBERSHIP</u>.

Section 2.1 Generally: Members of the Riverkeepers may be individuals, families, partnerships, corporations, public agencies, and other like organizations. For other than individual or family memberships, the Member shall designate in writing a primary and alternate representative for the purpose of participating in ongoing Riverkeepers' business and management activities, such as service on the Board of Directors and voting at the Annual Meeting. The Riverkeepers' membership year shall run from January 1 to December 31, although any person may become a Member at any time, and upon payment of dues receive the privileges of membership for one (1) full year. Each Member whatever their classification shall have only one (1) vote on any matter of Riverkeepers' business subject to consideration of the Membership.

Section 2.2 Membership Categories and Dues: Membership categories and dues shall be generally set by the Board of Directors, except as herein otherwise provided, and may be reviewed and amended at the Annual Meeting.

#### ARTICLE III. MEMBERSHIP MEETINGS

Section 3.1 Annual Meeting: The Annual Meeting of the Riverkeepers shall be held once each year at a time and place to be determined by the Board of Directors. The business of the Annual Meeting shall include election of Directors, and such other business as may come before the Meeting. The Annual Meeting shall occur within thirty (30) days of **December 31**, the close of the Riverkeepers' membership and fiscal year. Written notice of the exact time, date and place of the Annual Meeting shall be mailed to all Members not less than five (5) days nor more than thirty (30) days in advance of the meeting.

Section 3.2 Special Meetings: Special Meetings of the Riverkeepers shall be called upon formal motion approved by a majority of the Board of Directors, or upon written request by ten (10) Members in good standing. Special Meetings may also be called under the circumstances described in Section 4.4 of these Bylaws. Such requests shall state the purpose of such Special Meeting. The time, date, and place of such Special Meetings shall be set by the Board of Directors, and notice shall be mailed or telephoned to all Members not less than five (5) days nor more than thirty (30) days in advance of the Special Meeting.

<u>Section 3.3 Quorum:</u> A quorum of Members at the Annual or any Special Meeting shall consist of ten (10) Members, including members of the current Board of Directors.

Section 3.4 Proxies: Members entitled to vote on any matter before the Riverkeepers may vote by proxy. The proxy shall be signed and in writing and specific as to the issue or motion to which the proxy applies. The proxy shall be revocable at the pleasure of the Member executing it at any time. Unless the duration of the proxy is specified by the Member for a shorter period, it shall be invalid after three hundred sixty four (364) days from the date of its execution, or upon completion of voting upon the specific matter to which the proxy is addressed.

#### ARTICLE IV. DIRECTORS AND OFFICERS:

Section 4.1 Number of Directors: Except as delegated under these bylaws, the Riverkeepers shall be governed by a Board of Directors consisting of eleven (11) individuals, who may be nominated from the floor at the Annual Meeting by and from Members in good standing. Directors shall be elected by a majority vote of those Members attending the Annual Meeting. All members of the Board shall be Members of the Riverkeepers in good standing.

Section 4.2 Director's Terms: The terms of office of the Board of Directors shall be three (3) years provided, however, that the initial terms of office shall be staggered with three (3) Director positions being for one (1) year, three (3) positions for two (2) years, and three (3) positions for three (3) years. No member may serve more than three (3) consecutive full terms on the Board of Directors. The current Board and Directors, as established under prior Riverkeepers Bylaws, shall continue to serve until December 31, 1994.

Section 4.3 Vacancies: In the event of a vacancy on the Board of Directors created by resignation, removal from office, or other circumstances, the remaining Directors, by majority vote, shall fill said vacancy from among Members in good standing until the next Annual Meeting, at which time the position shall be filled for the unexpired term as per Section 4.1.

Section 4.4 Removal from Office: Any Director absent for more than three (3) consecutive regular meetings of the Board, without having been excused by the remaining Directors by majority vote, shall be removed from office and the vacancy filled as per Section 4.3. The Board may also, by majority vote, remove any Director for failing to adequately and properly discharge their duties as a Director and fill said vacancy as per Section 4.3, provided however that said removed Director shall have the right to ask for and receive reconsideration of their removal at a Special Meeting where a quorum of Members present may reverse the Board's decision. In a like manner, any Member may have their privileges of membership suspended or revoked, and may appeal such suspension.

Section 4.5 Officers: The Board of Directors shall select a President, Vice-President, Secretary and Treasurer from among its members. Members so elected shall serve a term of one (1) year and may be re-selected for an indefinite number of terms, subject only to the limitations of Section 4.2.

- (a) The President shall preside at all Board meetings, at the Annual Meeting, and any Special Meetings; and shall be generally responsible for the day-to-day coordination of the Riverkeepers' business.
- (b) The Vice-President shall serve in the President's place in his or her absence, and shall succeed to the Presidency for the balance of his or her unexpired term in the event of resignation or termination.
- (c) The Secretary shall be responsible for making and keeping all records of the Riverkeepers' business and membership activities; and for making all notifications required by these Bylaws.
- (d) The Treasurer shall be responsible for keeping the Riverkeepers' non-profit corporate and tax status current; for keeping an account of all assets and moneys received and expended for the use of the Riverkeepers; and shall make disbursements approved by the Board of Directors. The Treasurer shall deposit all sums received in a bank or banks, approved by the Board of Directors, and make a fiscal report at the Annual Meeting or when called upon by the President. The funds, books, and vouchers in the Treasurer's hands shall at all times be under the supervision of the Board of Directors and subject to their inspection and control. At the expiration of the Treasurer's term of office, he or she shall deliver over to his or her successor all books, moneys, and other property of the Riverkeepers, or in the absence of a Treasurer-Elect, to the Riverkeepers' President.

ARTICLE V. BOARD MEETINGS.

Section 5.1 Board Meetings: Meetings of the Board of Directors shall be held at such time and place as the Board determines, provided that there shall be at least four (4) meetings of the Board annually, one of which may be held in conjunction with the Annual Meeting. The Board may establish a set time and day of the month or quarter for its meetings and once the Membership has been so notified in writing, no further notice of regular Board meetings shall be required. It shall be the responsibility of all Members to inquire as to the location of regular Board meetings, which may change at the Board's discretion.

<u>Section 5.2 Special Board Meetings</u>: If the day or time of the regular Board of Directors meeting changes, or a special Board meeting is called, all Members must be so notified in writing. Special meeting notifications shall include the location and purpose of said meeting.

<u>Section 5.3 Quorum:</u> A quorum of the Board of Directors shall consist of a majority of the Directors immediately in office before the meeting begins.

#### ARTICLE VI. COMMITTEES.

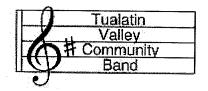
Section 6.1 Committee Appointment: The Board of Directors may at its discretion create committees to facilitate the discharge of the Riverkeepers' business. The Board of Directors shall determine the purpose, size, duration and membership of said committees, which may, if deemed appropriate by the Board, include individuals who are not Members of the Riverkeepers. All committees shall act in an advisory capacity to the Board. The Board may disband or restructure committees at its discretion, as well as appoint or remove committee members at will.

#### ARTICLE VII. FISCAL POLICIES.

Section 7.1 Fiscal Year. The Riverkeepers' fiscal year shall be July 1 to June 30.

#### ARTICLE VIII. BYLAW AMENDMENTS.

Section 8.1: These Bylaws may be amended, repealed, or altered in whole or in part by a majority vote of at least ten (10) Members at any duly called Annual or Special Meeting. The proposed change shall be mailed to the last recorded address of each Member at least ten (10) days before the time of the meeting which is to consider the change.



Tualatin Valley Community Band P.O. Box 230773 Tigard, OR 97281-0773

January 29, 2007

Mr. Robert Sesnon Financial and Information Services Director City of Tigard 13125 SW Hall Blvd. Tigard, OR 97223

Dear Mr. Sesnon,

I am pleased to submit our 2007 community events funding request to the City of Tigard. I believe the material provided is complete. If you have any questions about the content of this application, do not hesitate to contact me at 503-414-3058 or <u>p.pasteris@verizon.net</u>.

I look forward to working with you and the City to continue our Band's tradition of serving the Tigard Community with quality, live musical performances and community services.

Sincerely,

Phil Pasteris

President, Tualatin Valley Community Band

Cc: Tualatin Valley Community Band Board of Directors, TVCB, P.O. Box 97281-0773, Tigard, OR

**Event Name:** 

Tualatin Valley Community Band - http://www.tvcb.gen.or.us

Address:

P.O. Box 230773, Tigard, Oregon 97281-0773

**Contacts:** 

Phil Pasteris, Board President, 639-9740 (h), 414-3058 (w), p.pasteris@verizon.net Steve Heuser, Music Director, 691-1446 (h), 691-9700 (w) steve.heuser@verizon.net

1. Request

Cash

\$2,000

**In-kind Services** 

Use of the Bishop-Scheckla Structure for weekly rehearsals and free public summer

concerts.

**Total Request** 

\$2,000

#### 2. Purpose of Funding Request:

The primary purpose of our request is to support the costs associated with providing high quality and live music to the members of the Tigard community. The TVCB is requesting a grant of \$2,000 this year, the same amount as in 2006, in order to continue to perform public concerts in high quality facilities available in the Tigard community.

The Tualatin Valley Community Band (TVCB) is a State of Oregon recognized nonprofit organization with a three-fold mission (1) to provide high quality, live, public music performances for civic and educational functions, (2) to provide an opportunity for musicians of all ages and ethnic backgrounds to perform music, and (3) to foster music education by providing individual scholarships and donations to music education programs. TVCB was formed in 1989 and has been under the direction of Steve Heuser since 1991. TVCB has approximately 65 members, member ages ranging from teens to 70s.

The funds requested from the City of Tigard would be used as follows (see TVCB Adopted Budget for details):

- 3. How will this event benefit the Tigard Community?

TVCB provides Tigard with public concerts that raise the awareness of Arts in our community. TVCB also supports the Tigard-Tualatin school system by providing students a no-cost opportunity to participate and extend their training by participating in a musical organization during non-school hours. During 2006, the TVCB provided several free public events in the Tigard – Portland metropolitan area:

- 1. "Music is for Life Concert," Athey Middle School, February 26, 2006
- 2. "Spring Concert," Tigard Library, May 21, 2006
- 3. Tigard 4th of July Celebration, Tigard High Football Stadium
- 4. "Summer Concert," Tigard Cook Park, July 31, 2006
- 5. "City of Tigard Birthday Party," Tigard Library, September 10, 2006
- 6. "Winter Melodies Concert," Tigard High School, December 10, 2006
- 7. "Caroling on the Commons," Tualatin Commons, December 17, 2006

The TVCB plans to continue its performance schedule in 2007 using a variety of venues in the Tigard area. Our rehearsals are open to the public in Cook Park every Tuesday evening during the summer.

#### 4. How Many Tigard residents do you anticipate participating in these events?

Several thousand Tigard residents attend the Fourth of July concert; several hundred attend each of our indoor concerts and our July Cook Park concerts. Our publicity committee works closely with the City of Tigard and all media outlets to publicize upcoming concerts. We are actively searching for opportunities to perform for school and city events.

#### 5. Financial Information

#### 5.a.1 FY-2006 Actual Expenditures

TVCB 2006 Income & Expense - 2006 1/1/2006 through 12/31/2006 1/1/2006- 12/31/2006 Category Description INCOME CD Sales ...... 82.00 Donations ..... 4,719.01 Int Inc ...... 162.38 PGE Grant ..... 500.00 T-Shirt Sales ...... 119.00 TOTAL INCOME ..... 5,582.39 **EXPENSES** Uncategorized ...... 0.00 Ads ...... 212.83 Business Tax ..... 50.00 CD Cost ...... 75.00 Donations Paid ...... 150.00 Entry Fees ...... 125.00 Insurance ...... 505.00 Music ...... 763.00 Office Supplies ..... 7.00 Postage ...... 7.80 Printing ..... 215.00 Shipping ...... 47.97 T-Shirt Cost ...... 141.00 Tax ...... Other ..... 30.00 TOTAL Tax ...... 30.00 TOTAL EXPENSES ...... 2,741.60 OVERALL TOTAL ..... 2,840.79

5.a.2 FY-2007 TVCB Proposed and Adopted Budget

TVCB PLANNING BUDGET	1/26/2007			
GENERAL FUND START OF YEAR BALANCE END OF YEAR BALANCE NET CHANGE	FY-2006- Planned	FY-2006 Final \$3,679.10 \$7,118.99 \$3,439.89	Diff (F-P)	FY-2007 Planned \$7,296.23 \$7,233.23   -\$63.00
INCOME				
Uncategorized				
CD Archive Sales	\$100.00	\$82.00	-\$18.00	\$125.00
Donations	\$3,050.00	\$5,219.01	\$2,169.01	\$3,100.00
Folio Rent	\$0.00	\$0.00	\$0.00	\$0.00
T-Shirt Sales	\$75.00	\$119.00	\$44.00	\$1,200.00
Interest Income Checking		\$38.93	\$38.93	\$40.00
FROM Scholarshp Fund	\$900.00	\$0.00	-\$900.00	\$0.00
FROM Sheet Music Svc	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL INCOME	\$3,535.00	\$5,458.94	\$1,923.94	\$4,465.00
EXPENSES				
Ads - Publicity	\$200.00	\$212.93	-\$12.93	\$200.00
Business Tax	\$50.00	\$50.00	\$0.00	\$50.00
CD Costs	\$60.00	\$75.00	-\$15.00	\$100.00
Entry Fees	\$125.00	\$125.00	\$0.00	\$125.00
Donations Paid to TTSD (Rental)	\$150.00	\$150.00	\$0.00	\$150.00
Finance Charge	\$0.00	\$3.16	-\$3.16	\$0.00
Instrument Rental (TTSD)	\$0.00	\$0.00	\$0.00	\$0.00
Instrument Service	\$0.00	\$0.00	\$0.00	\$0.00
Instruments	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$600.00	\$505.00	\$95.00	\$510.00
Office Supplies	\$5.00	\$0.00	\$5.00	\$25.00
P O Box Rent	\$38.00	\$38.00	\$0.00	\$38.00
Postage	\$5.00	\$7.80	-\$2.80	\$10.00
Printing	\$0.00	\$215.00	-\$215.00	\$215.00
Rent Paid (Concerts)	\$1,200.00	\$374.00	\$826.00	\$1,200.00
Signage	\$0.00	\$18.67	-\$18.67	\$50.00
Shipping	\$5.00	\$0.00	\$5.00	\$30.00
T-Shirt Cost	\$200.00	\$141.00	\$59.00	\$1,125.00
Music Purchases	\$700.00	\$627.98	\$72.02	\$700.00
TOTAL EXPENSES	\$3,118.00	\$2,330.61	\$787.39	\$4,528.00

#### Tualatin Valley Community Band FY-2007 Community Event Funding Request

SCHOLARSHIP FUND				
Starting Balance		\$5,537.00		\$5,537.00
Interest Income CD Scholarship		\$0.00		\$230.00
Scholarship Donations		\$0.00		\$0.00
Total Income		\$0.00		\$230.00
Expenses		\$0.00		\$1,500.00
Final Balance		\$5,537.00		\$4,267.00
NET BALANCE CHANGE		\$0.00		-\$1,270.00
GENERAL FUND				
Starting Balance		\$3,679.10		\$7,296.23
Income		\$5,458.94		\$4,465.00
Expenses		\$2,330.61		\$4,528.00
Final Balance		\$6,807.43		\$7,233.23
NET BALANCE CHANGE		\$3,128.33		-\$63.00
	FY-2006-	FY-2006		FY-2007
	Planned	Final	Diff (F-P)	Planned

#### Notes as follows:

- 1. Rent Paid: Tigard-Tualatin School District auditorium rental costs are budgeted for two at \$600.00 per performance.
- 2. Scholarship: Amounts distributed based on amount available and will not exceed \$300 per individual. Five scholarship projected in FY-2006 for a total of \$1,500.
- 3. Cash balances as follows:
  - a. General Fund: 1/1/2006 \$3,679.10, 12/31/06 \$6,807.434
  - b. Scholarship:, 1/1/2006 \$5,537.00, 12/31/06 \$5,537.00
- 4. Major revenue sources for 2006 were the City of Tigard \$2,000, Washington County Arts, Heritage, & Humanities Coalition \$1,400, Tigard 4<sup>th</sup> of July Committee \$200, Cash concert donations \$1,319. The Saxton Scholarship Fund received \$0.
- 5. Major expenditures were for auditorium rental \$374, liability insurance \$505, music \$628, advertisements \$213, printing \$215.
- 6. Authorized positions are as follows: Phil Pasteris, President; Tim Roberts, Secretary; Phil DeLuca, Treasurer. Board Members include Steve Heuser, TVCB Music Director Robert Shannon, Associate Director, Chris Lewis, Librarian, Phil DeLuca, Dave Nelson, Dave Nottke, and Ken Scheckla. New members for 2006 include Barry Albertson and Dan Golden. All positions are uncompensated.

#### Tualatin Valley Community Band FY-2007 Community Event Funding Request

#### 5.b Financial Statements

The TVCB FY-2006 check register from Quicken is presented.

#### 5.c Articles of Incorporation

Articles of Incorporation are on file with the City of Tigard. No changes were made during FY-2006

#### 5.d 501(c)(3) Status

TVCB obtained a federal tax-exempt designation on November 21, 2001 and is on file at the City of Tigard. The TVCB Employer Identification Number is 93-1168909 and our DLN Number is 17053299033021.

#### 5.e Organizational Bylaws

Bylaws are on file with the City of Tigard. No changes were made during FY-2006

#### Transaction - 2006

1/1/2006 through 12/31/2006 1/26/2007

	Account	Num	Description	Memo	Category	Cir	Amount
BALANCE 12/31/2	2005						3,704.10
1/30/2006	CD at HomeSt		Tualatin Valley	for 7 mo CD	[Checking]		5,000.00
8/30/2006	CD at HomeSt	.DEP	Interest Earned		Int Inc		123.4
1/15/2006	Checking	442	Corporation Di	. rea. # 44494	Business Tax	R	-50.00
1/15/2006	Checking	443	Postmaster	and the second s	.P O Box Rent	R	-38.00
1/15/2006	Checking	444	Community Ne	Tigard Times	Ads	R	-35.56
1/15/2006	Checking		Sheet Music S			R	-50.00
1/15/2006	Checking	446	Steve Heuser	poster reimb	Printing	R	-35.00
1/25/2006	Checking	DEP	Nina Le Trinh	#1212	Donations	R	50.00
1/30/2006	Checking	447	Tualatin Valley		[CD at HomeS		-5,000.00
1/30/2006	Checking	448	· · · · · · · · · · · · · · · · · · ·	e and a second process of the second second part and the second of	[Checking Ho	R	-3,800.00
8/30/2006	Checking	DEP	Credit	check not iss			10.00
8/30/2006	Checking	449			[Checking Ho		-267.54
10/11/2006	Checking	DEP	Bank Stateme		Toncoking Ho		0.00
11/9/2006	Checking	DEP	Bank Stateme				0.00
	-	DEF			[Chooking]	R	3,800.00
1/30/2006	Checking Ho	And the first and a second	Tualatin Valley	to open chec	Int Inc	R	0.16
1/31/2006	Checking Ho	504 C					
2/27/2006	Checking Ho	501 S	Sheet Music S	. cust 50000,	•	R	-55.00
2/28/2006	Checking Ho	DED	Interest Earned	Tabida	Int Inc T-Shirt Sales	R	2.18
3/2/2006	Checking Ho	DEP	Cash	T-shirts		R	74.00
3/31/2006	Checking Ho	555	Interest Earned	00-	Int Inc	R	2.43
4/3/2006	Checking Ho	DEP	Cash	CDs	CD Sales	R	17.00
4/30/2006	Checking Ho		Interest Earned		Int Inc	R	2.36
5/8/2006	Checking Ho		Cash	PGE Grant &	-	R	530.00
5/9/2006	Checking Ho		Sheet Music S			R	-165.00
5/9/2006	Checking Ho		Phil Pasteris	reimb Safeco		R	-545.00
5/9/2006	Checking Ho		City Of Tigard	deposit conc		R	-100.00
5/9/2006	Checking Ho		Phil Pasteris	reimb rent Ti		R	-50.00
5/23/2006	Checking Ho	DEP	Mystery Deposit		Donations	R	178.00
5/30/2006	Checking Ho		Interest Earned		Int Inc	R	2.38
6/5/2006	Checking Ho		Lone Mountai			R	-141.00
6/5/2006	Checking Ho		Oregon Depar	-	Tax:Other	R	-30.00
6/7/2006	Checking Ho		Cash	Library dep &	Split	R	140.00
6/10/2006	Checking Ho	DEP	Regional Arts	County grant	Donations	R	1,400.00
6/27/2006	Checking Ho	508	Community Ne	.215337166	Ads	R	-37.32
6/30/2006	Checking Ho		Interest Earned		Int Inc	R	2.80
7/3/2006	Checking Ho		Mystery Deposit		CD Sales	R	12.00
7/5/2006	Checking Ho	DEP	Tigard 4th Of		Donations	R	200.00
7/5/2006	Checking Ho	DEP	Cash	T-shirts	T-Shirt Sales	R	30.00
7/5/2006	Checking Ho	DEP	Cash	•	Donations	R	20.00
7/10/2006	Checking Ho	DEP	City Of Tigard	annual donati	.Donations	R	2,000.00
7/24/2006	Checking Ho		Deposit		CD Sales	R	23.00
7/30/2006	Checking Ho	4.2	Interest Earned		Int Inc	R	4.24
8/29/2006	Checking Ho	509	Steve Heuser	reimburse for	Printing	R	-90.00
8/29/2006	Checking Ho	510	Phil Pasteris	reimburse for	Ads	R	-74.64
8/30/2006	Checking Ho		Transfer Money	from Wells F	[Checking]	R	267.54
8/30/2006	Checking Ho		Interest Earned		Int Inc	R	4.6
0/00/2000	Checking Ho	511		reimburs: gift	.Donations Paid	R	-100.00
9/1/2006	One ching 110						
9/1/2006	_		Cash	T-shirts	T-Shirt Sales	R	15.00
	Checking Ho Checking Ho	DEP				R R	15.00 -50.00

Page 1

#### Transaction - 2006 1/1/2006 through 12/31/2006

Date	Account Nu	ım	Description	Memo	Category	Clr	Amount	
9/27/2006	Checking Ho 514	S	J.W. Pepper	inv # 141876	. –Split–	R	-162	.9
9/30/2006	Checking Ho		Interest Earned		Int Inc	R	4.	
10/11/2006	Checking Ho 515	S	Pender's Musi	. inv# 000227	Split	,R	-76	.0
10/20/2006	Checking Ho 516	S	J.W. Pepper	inv 14196978	Split	R	-75	0.
10/24/2006	Checking Ho 517		THS - Deb Fe	. 50% deposit	Rent Paid	R	-274	
10/30/2006	Checking Ho		Interest Earned		Int Inc	R	4.	
11/10/2006	Checking Ho 518		Lake Oswego	Adult band fe	Entry Fees	R	-125	٠
11/30/2006	Checking Ho		Interest Earned		Int Inc	R	4.	
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#### CITY OF TIGARD, OREGON 13125 SW HALL BLVD. TIGARD, OREGON 97223 503-639-4171

#### FY 2007-08 COMMUNITY EVENTS FUNDING REQUEST

Due: February 5, 2007

Event Name:	Tigard Historical Association	Washington County Historical Society	ty
Address:	P.O. Box 230402	17677 NW Springville Road	
City, State, Zip:	Tigard, OR 97281-0402	Portland, OR 97229	
Contact Name:	Clarinda Hanson White	Mark Granlund	
Telephone Number:	503-629-7094	503-503-516-0449, 503-645-5353	
E-mail address:	ClarindaHansonWhite@comcast.net	markgranlund@juno.com	
1. Request (exp	oress in whole dollar amounts only)		
Cash		\$ 7,500	
	rices (use of City property, City staff supplain the services requested on a separate		
Total Reque	st	\$ 7,500	

- 2. Purpose of Funding Request: Our request is a joint submission by the Tigard Historical Association (THA) and the Washington County Historical Society (WCHS). The purpose of our request is: 1) to provide annual support to help grow the Tigard Historical Association's programs and services to include preserving the history of Tigard & the John Tigard House, and educating residents on their local heritage; and 2) for annual support for the Washington County Historical Society to expand educational services and exhibits to the City of Tigard's schools, families and seniors, and provide technical services to THA, including providing curatorial support for the Tigard collection. By submitting this joint application, our goal is to leverage the strengths of both organizations and strengthen services to the residents of Tigard.
- 3. How will this event benefit the Tigard Community? It is important for today's residents to understand their local heritage—why places and streets are named and located where they are, how people have lived and why an area has developed in the way that it has. All of these tell us who we are and why. This grant will help THA & WCHS work together to: Expand services to the community; Offer educational activities to engage students with their local heritage and create a life-long love for history; Encourage historic preservation throughout the community; Provide access to historic documents for scholarly and genealogy research; and, Offer traveling exhibits to learn about the area's rich cultural heritage.
  - 4. How many Tigard <u>residents</u> do you anticipate participating in this event (or these events)?

During the year, it is anticipated that over 2,000 Tigard residents annually will benefit directly from THA programs in 2007-08, and many more will benefit indirectly. This grant will also help strengthen THA's efforts so that it can increase the numbers served in the future. It is estimated that over 2,000 Tigard residents will benefit from WCHS programs in 2007-08, and over 500,000 Tigard area residents and visitors will benefit from WCHS exhibits in 2007-08.

# PROPOSAL TO THE CITY OF TIGARD Submitted by the Tigard Historical Association and the Washington County Historical Society February 5, 2007

#### 1. Purpose of Funding Request

Our request is a joint submission by the Tigard Historical Association (THA) and the Washington County Historical Society (WCHS). The purpose of our request is: to provide annual support to help grow the Tigard Historical Association's programs and services that include preserving the history of Tigard and the John Tigard House, and educating residents on their local heritage; and, for annual support for the Washington County Historical Society to expand educational services and exhibits to the City of Tigard's schools, families and seniors, and provide technical services to the THA, including conserving and providing curatorial support for the Tigard collection. By submitting this joint application, our goal is to leverage the strengths of both organizations in order to preserve the history of Tigard, and expand and strengthen services to its residents and visitors.

#### **Tigard Historical Association**

Incorporated in 1978, the Tigard Historical Association owns and maintains the John Tigard House, which was built in 1880 in the heart of Tigardville, an early farming community now known as Tigard. THA was established to restore the John Tigard House, and to preserve the cultural and historical legacy of the Tigard area, which was an important stop between Portland and Wilsonville in the early establishment of the Oregon Territory and Washington County. Named to the National Historic Registry in 1979, the John Tigard House, and the Association's collection of priceless artifacts represent a legacy of decades of family, community, social and economic activities of the Tigard area, and serve as important documentation of Tigard's local heritage and development over time.

Currently, THA offers many outstanding services to the community, including hosting the monthly Tigard History Club, providing self-guided tours of historical buildings, establishments and homes throughout Tigard, and a monthly lecture series in collaboration with the Tigard Public Library. For example, THA is hosting two lectures on April 25 at the Tigard Library, featuring author Jane Kirkpatrick who will speak to the history group in the morning about Marie Dorion and other Northwest Women. In the evening, she'll discuss her new book, *A Tendering in the Storm* and the saga of Emma Wagner Giesy.

THA also offers guided group tours of the John Tigard House for schools, youth groups such as Scouts and Camp Fire, service clubs, churches and other organizations. THA holds a popular "Birthday Bash for Curtis Tigard" (John Tigard's grand nephew who will be 98 in 2007). The Heirloom Vegetable and Flower Garden, in collaboration with the efforts of MITCH Charter School students, provides educational experiences that integrate the natural environment, including students growing vegetables and flowers commonly grown in the late 1800's and early 1900's. The Association's newsletter offers information about local history, upcoming events and activities, and promotes the preservation of Tigard's history. THA's Oral History Project includes a growing collection of over 40 oral histories of pioneering Tigard families. And THA provides traveling

1

exhibits to local schools and the Tigard Public Library, displaying historical objects and artifacts from the collection. Specific numbers of local residents reached by these groups and activities are:

Curtis Tigard's Birthday Bash -100 people.

Tigard History Club -10 people each month

Group Tours -30 groups per year

Heirloom Vegetable & Flower Garden - In process

Historic Tour of Tigard -60+ people

Monthly Lecture Series -20-30 people each lecture

Newsletter -150 addresses per issue

Open House -20-30 people per month

Oral History Project -40+ oral histories

Tigard Area School History Traveling Exhibit - exhibited/displayed 3 times

The Tigard Historical Association also provides essential resources for meeting the Tigard City Library's cultural goals. For example, the Tigard City Library's strategic vision for 2005-2010 relies on the Tigard Historical Association to help the community learn about local cultural heritage, increase attendance for the Library's cultural programming, increase usage of the Library's local history room (THA has a collection in the history room), develop a core genealogy program, and increase the Library's community cultural partnerships. The Tigard Library's specific Strategic Objectives for 2005-2010 that rely on the THA:

Cultural Awareness: Tigard Public Library will help satisfy the desire of the community to learn more about its diverse cultural heritage and the cultures of others.

- Goal 1: The people of Tigard will have access to community cultural events to broaden their knowledge of Tigard's ethnic diversity and to explore and celebrate cultural activities.

  Objectives:
  - ◆ Increase attendance at the library's cultural programming by 10% annually. (2005-06)
  - Highlight at least four different cultural heritages each year through cultural programs, displays and/or activities.
- Goal 2: All people in Tigard will have ready access to services and resources to gain an understanding of their own cultural heritage, as well as the cultures of others.

#### Objectives:

- Begin to increase the public's use of the library's local history room by 10% per year. (2006)
- Increase the circulation of foreign language materials by at least 20%. (2010).
- Begin to increase by 10% per year the number of cultural resources at the Tigard Library, such as programs, displays, links on the Library's web site and Foreign Language books and magazines. (2006)
- In partnership with the Tigard Area Historical Preservation Association (TAHPA), develop a core genealogy collection appropriate for a medium-sized public library. (2007)
- Goal 3: Community and educational groups will establish partnerships with the Tigard Public Library to increase the community's cultural awareness.

#### Objectives:

Begin to increase the library's community cultural partnerships by 10% each year.
 (2006)

Request from the Tigard Historical Association: The Tigard Historical Association is entering an exciting phase in its development, poised to help residents of today and future generations learn about and explore their local heritage and culture. As a relatively young organization with a captivating vision, this grant will not only support THA's current programs, but will help build new capacity to serve an increased number of Tigard residents, businesses and local government agencies through its collections, outreach, research, exhibitions and educational programs. The Association has hired its first staff member who is charged with developing and implementing vital and exciting programming that is relevant to the entire community. An energetic board is being recruited to invigorate and implement the mission. And with collaborative services from Washington County Historical Society, its collection will be conserved and protected, and leveraged to educate local residents about their heritage.

Specifically, a grant from the City of Tigard will support the Tigard Historical Association's ambitious plans for the 2007-08 year. Included in our plans are raising funds from local businesses and foundations to continue the restoration and maintenance of the historic John Tigard House, an 1880's, three-room Queen Anne Victorian home. When the original site of the John Tigard House was to be developed into a restaurant and other commercial developments, a dedicated group of volunteers recognized the historic value of the House, and moved it to its current location with funding assistance from The Collins Foundation and other contributors. It now rests on a large corner lot at Canterbury Lane and  $103^{\rm rd}$  in a setting similar to its original site. The site itself represents a long-term commitment from the City of Tigard's Water Bureau, with an annual lease cost of \$1.

While the John Tigard House is in relatively good condition, given its age of 125+ years, modest investments must be made so that it can welcome and educate future generations of Tigard residents, and for use as an economic asset to help financially sustain THA in the future. Repairs to the porch are needed, and the 400 square foot fence that forms a protective perimeter around the House must be replaced. The sidewalk to the front steps must be repaired, and wheelchair access must be provided. No indoor plumbing or restrooms exist—without them, we are limited in the number of people we can serve, hours it can be open and types of programming we can offer. For example, we cannot use the facility to host revenue-generating opportunities such as weddings and receptions because of the lack of running water and restroom facilities.

In addition, the Tigard Historical Association's collections are priceless and extremely diverse, including photographs, books, manuscripts and newspapers covering Tigard's development since the mid 1800's. These collections are located in an unprotected storage area in the attic without appropriate climate controls. The collections need to be catalogued, inventoried and accessioned, and need professional curatorial support before they can be used for new educational programs and exhibits. The collection's location in the attic is only accessible from a pull-down ladder, making access difficult and dangerous to bring down heavier objects and boxes of books. To solve this issue, the Tigard House needs a storage area that is temperature and humidity-controlled to protect the collections, and make them accessible to researchers and genealogists. They also need to be professionally conserved, a service to be offered by the Washington County Historical Society.

Once the collection is catalogued and protected, THA will be better positioned to continue developing and growing its educational, lecture and exhibition programs. A grant from the City of Tigard will also help THA increase its outreach and marketing so that more residents can learn

about their local heritage through group tours, services to the Tigard City Library, monthly lecture series, and oral histories.

#### Washington County Historical Society

The Washington County Historical Society provides extensive services to children, seniors, businesses, schools, families, researchers, genealogists and others residents of Tigard. Founded in 1956, WCHS provides services to the City of Tigard through its *Mobile Museum, Scout Saturdays* and *Traveling Exhibits* programs. It also hosts and supports the Washington County History Roundtable, and provides curatorial services and consultation to local history groups, including assisting the Tigard Historical Association to preserve its collection and extend its services to Tigard residents. WCHS programs and services have been recognized by many local and regional foundations and businesses who have invested in the agency, and by local governments, including the Cities of Beaverton and Hillsboro, who are providing annual support on the basis of 10 cents per capita.

Request from the Washington County Historical Society: Specifically, this proposal will help WCHS provide the following services to Tigard residents:

Mobile Museum in the Classroom: For over ten years, WCHS has offered history presentations to 1<sup>st</sup>-7<sup>th</sup> grades in Tigard School District and Tigard private schools, teaching students about their local heritage and helping Tigard teachers fulfill Oregon State learning objectives for history. Last year, 302 presentations were made, serving 7,550 Washington County students and community centers. Of that amount, 17 presentations were given in the Tigard-Tualatin School District, and 10 to various Tigard community centers, serving 425 Tigard students and 300 Tigard residents through Tigard community centers. Our goal is to increase our presentations to a minimum of 325 presentations serving 10,000 students throughout the County.

Scout Saturdays: Boy and Girl Scout Groups from Tigard have benefited from WCHS Scout Saturdays program for over eight years now, earning badges and patches related to history. Last year, Scout Saturdays served 57 groups (817 Scouts) from throughout Washington County, many of whom live in Tigard. Our goal for this year is to increase our program to serve 1,000 Scouts.

Traveling Exhibits: Thousands of Tigard area residents and visitors have learned about local heritage and culture from WCHS traveling exhibits displayed at Washington Square and the Tigard Library. Each year WCHS will create at least one new professionally researched and designed exhibit featuring the Top 10 Stories of Washington County History, and WCHS looks forward to displaying these exhibits for the enjoyment and enlightenment of Tigard citizens at various Tigard locations. For example, the following numbers represent dates and estimated numbers of people who have seen our The Silicon Forest and Washington County: History in the Making Traveling exhibit while it was hosted by Washington Square Mall and The Tigard Library.

Washington Square Mall (04/14/04 – 04/24/04):

335,906

Tigard City Library (10/20/05 - 11/20/05):

30,000

The Museum's *Doing Time: Then and Now* exhibit is now traveling and will reach Tigard in the near future. We will soon launch our *This Kalapuya Land* traveling exhibit, which we hope to start at Washington Square Mall.

Another service during 2007-08 will be to feature the fall issue of our Washington County "Historian Magazine" on the city of Tigard, including a feature article in our Crossroads Communities column. We will also focus the magazine on a prominent Tigard family, most likely the John Tigard family, in our Founding Families column, and our Pioneering Business column will feature a Tigard area business.

#### Services to be provided to the Tigard Historical Association by WCHS:

Collection Support: WCHS professional curatorial staff will provide THA with free consultation regarding collection care. By the end of 2007-08, WCHS will have a new collection storage facility, complete with new HVAC controls, dry fire suppression system, new security system, new steel shelving, and conservation laboratory. When the new collection facility is complete, WCHS will be able to offer THA a safe and secure place to store many of their artifacts which are currently being stored at great risk at the Tigard House.

Washington County History Roundtable: WCHS hosts the quarterly meetings of the Washington County History Roundtable, which gathers all of the heritage partners throughout the County. The meetings are useful for exchanging ideas on everything from collection care to membership, and education programs to fundraising events.

Management and Administrative Consultation: WCHS has been guiding THA through a process of reorganization, providing free consultations on board recruitment and organization, programming, membership, etc., and recently helped THA secure a part-time interim director to help re-organize and revitalize the Association.

Lectures: WCHS will assist THA in securing guest lecturers for THA sponsored lecture programs.

#### 2. How will this event benefit the Tigard community?

It is important for today's residents to understand their local heritage—why places and streets are named and located where they are, how people lived their lives over time, and how and why an area has grown and developed in the way that it has. All of these tell us who we are and why.

This grant will help THA and WCHS work together to generate the following benefits for the Tigard community:

- Provide expanded services and facilities to serve the community.
- Provide resources for schools and educational, hands-on activities and methods to engage students with stories of their local heritage.
- Offer programs that help children create a life-long love for history.
- Encourage support for historic preservation throughout the community.
- Provide access to historic documents for scholarly and family genealogy research.

- Offer traveling exhibits that help residents and visitors learn about the area's rich cultural heritage.
- Create diverse revenue streams that will help sustain both organizations in the future.

Investing in preservation of heritage resources is key to community and business vitality. By helping the Tigard Historical Association and the Washington County Historical Society preserve and relate the dynamic story of the Tigard House and the priceless collections of Tigard's past, and by facilitating a community's access to information about its past, today's residents can not only learn more about themselves but help shape the community's future development as well.

#### 3. How many Tigard residents do you anticipate participating in this event?

During the year, it is anticipated that a minimum of 2, 000 Tigard residents will benefit directly from THA programs in 2007-08, and many more will be served indirectly. This grant will also help strengthen THA's efforts so that it can increase the numbers served in the future. It is estimated that over 2,000 Tigard residents and visitors will benefit from WCHS programs in 2007-08, and over 500,000 Tigard residents and visitors will benefit from WCHS exhibits in 2007-08.



Mr. Bob Sesnon Financial and Information Service Director City of Tigard 13125 SW Hall Blvd. Tigard, OR 97223

February 5, 2007

Dear Mr. Sesnon,

We are pleased to join with the Tigard Historical Association in requesting a grant of \$7,500 from the City of Tigard, to be divided \$2,500 for the Washington County Historical Society and \$5,000 for the Tigard Historical Association.

The purpose of our request is for annual support for the Washington County Historical Society to expand educational services and exhibits to the City of Tigard's schools, families and seniors, and to provide technical services to the THA, including conserving and providing curatorial support for the Tigard collection. By submitting this joint application, our goal is to leverage the strengths of both organizations in order to preserve the history of Tigard and expand and strengthen services to its residents and visitors.

The Washington County Historical Society provides extensive services to children, seniors, businesses, schools, families, researchers, genealogists and others residents of Tigard. Founded in 1956, WCHS provides services to the City of Tigard through the *Mobile Museum, Scout Saturdays* and *Traveling Exhibits* programs. We also host and support the Washington County History Roundtable, and provide curatorial services and consultation to local history groups. WCHS programs and services have been recognized by many local and regional foundations and businesses who have invested in the agency, and by local governments, including the Cities of Beaverton and Hillsboro, who are providing annual support on the basis of 10 cents per capita.

Investing in preservation of heritage resources is key to community and business vitality. By helping the Tigard Historical Association and the Washington County Historical Society preserve and relate the dynamic story of the Tigard House and the priceless collections of Tigard's past, and by facilitating the community's access to information about its past, today's residents can not only learn more about themselves but help shape the community's future development. We appreciate the opportunity to help residents of the City of Tigard learn about their local heritage, and we also look forward to helping the Tigard Historical Association preserve the history of Tigard and expand its services to Tigard residents.

Sincerely,

Mark Granlund
Executive Director

**Enclosures** 

### Washington County Historical Society and Museum 2007 Board of Directors

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David R. Lintz (Stacy Wood)

Principal, Meadowlark Partners LLC

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John Chamberlain (Debbie)

President, Arrow Mechanical Company

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Treasurer

Devon Rehse (William)

Vice President & Branch Manager, Bank of the West

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gary.imbrie@svn.com

Term Ends:

2007 (Second term)

2009 (Second term)

2008 (First term)

2008 (First term)

2008 (First term)

#### **Washington County Historical Society** 2007 Board of Directors - Continued

Carrie Ann Schubert

2008 (First term)

Vice President, Beaverton Bakery 12375 SW Broadway St. Beaverton, OR 97005 503-646-7136 - Business 503-969-4290 - Cell carrieann@beavertonbakery.com - E-mail

2001 - Present

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Mark Granlund (Violet)

Washington County Historical Society & Museum

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**Executive Director Director Emeritus** 1988 - 2001

Joan H. Smith (Roger)

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#### Washington County Historical Society and Museum

## Board of Stewards 2007

Bob & Margaret Asiello Governor Victor & Dolores Atiyeh Wayne & Betty Atteberry Jean & Ray Auel J. David & Bonnie Bennett Gino Biggi Sally & Rod Bunnell Scott Eisenstein & Kelly Ritz-Eisenstein Ruth Fisher Judy & Al Goldmann **Bobsy Graham** Walter McKinney Chuck & Kay Merrill Rod & Jean Moore Judge Hollie Pihl Al & Pat Reser Joanne McGilvra Rose David Saucy Homer & Nancy Speer Sandra Suran

Dr. Stephen and Carole Thomas Marc & Nicola Timm Bert & Suzy Waugh Norm & Dolores Winningstad

Howard Terpenning John Thayer

#### Internal Revenue Service

District Exector Department of the Treasury P.O. Box 21224, Seattle, WA 98111 MS 550

Washington County Historical Society c/o Washington County Museum 641 East Main Street Hillsboro, OR 97123 Person to Contact
John Sutton
Telephone Number:
(206) 442-5106
Refer Reply to:
EP/EO II:RSB
Date:
November 21, 1979

Dear Applicant:

This is in reply to your telephone request/letter of November 6, 1979 regarding your exempt status.

Although a copy of your original letter of exemption is no longer available, our records disclose that your organization was granted exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code in our letter dated September 30, 1958.

We also determined you were not a private foundation because you are an organization described in section 509(a)(2) of the Code.

This exemption remains in effect.

Sincerely yours,

Ralph S. Busacker Chief, Technical Staff EP/EO Division

Raph & Busacker

PLEASE NOTE: The Washington County Historical Society's federal tax exempt identification number is:

93-603-1454

# RESTATED ARTICLES OF INCORPORATION OF WASHINGTON COUNTY HISTORICAL SOCIETY, A NONPROFIT CORPORATION

Approved Revision – September 28, 2001

Filed - November 30, 2001

#### ARTICLE 1

#### **CORPORATE NAME**

The name of the corporation shall be Washington County Historical Society.

#### **ARTICLE 2**

#### PUBLIC BENEFIT CORPORATION

This corporation is a public benefit corporation.

#### **ARTICLE 3**

#### **MEMBERSHIP**

The corporation will have members who qualify for membership in accordance with the Bylaws of the corporation.

#### **ARTICLE 4**

#### BOARD OF DIRECTORS AND BOARD OF STEWARDS

The Board of Directors (Directors) of the Washington County Historical Society shall strive to consist of no less than seven (7) members who shall be appointed or elected as provided for in the Bylaws of the corporation. The governing and policy making responsibilities of the Society shall be vested in the Board of Directors. Furthermore, the Board of Directors shall provide leadership through membership and participation in special committees, meetings, special events, and various program, outreach and fund raising initiatives.

The Executive Director of the Washington County Historical Society shall be the ex-officio member of the Board of Directors without a vote.

The Board of Stewards (Stewards) of the Washington County Historical Society shall strive to consist of no less than twenty-one (21) members who shall be elected as provided for in the Bylaws of the corporation. The Board of Stewards shall support and advise the Society through membership and participation in special committees, meetings, special events, and various program, outreach and fund raising initiatives.

#### ARTICLE 5

#### CORPORATE PURPOSES

The corporation shall be organized for the purpose of preserving and interpreting the history of Washington County, Oregon, creating knowledge of the past, linking it to an enhanced understanding of the present, and presenting it in diverse educational formats.

#### **ARTICLE 6**

#### DISSOLUTION

If the corporation shall cease to exist or shall be dissolved, all property and assets of the corporation of every kind, after payment of its just debts and liabilities, shall be distributed to one or more organizations qualifying for exemption under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, with public or charitable purposes similar or related to those of the corporation, as determined by the board of directors.

#### ARTICLE 7

#### **INDEMNITY**

(a) As used in this Article 7, "agent" means any person who is or was a director, officer, employee or other agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise; "proceeding" means any threatened, pending or completed action or proceeding, whether civil, criminal, administrative or investigative; and "expenses" include, without limitation, attorneys' fees and any expenses of a completed proceeding.

- (b) The corporation shall indemnify each person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of the corporation) by reason of the fact that such person is or was an agent of the corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the corporation, and, with respect to any criminal proceeding, had no reasonable cause to believe the conduct was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in, or not opposed to, the best interest of the corporation, and, with respect to any criminal proceeding, had reasonable cause to believe that the conduct was unlawful.
- (c) The corporation shall indemnify each person who was or is a party or is threatened to be made a party to any threatened, pending or completed proceeding by or in the right of the corporation to procure a judgment in its favor by reason of the fact that the person is or was an agent of the corporation, against expenses actually and reasonably incurred by the person in connection with the defense or settlement of such proceeding if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the corporation, except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of the person's duty to the corporation unless and only to the extent that the court in which such proceeding was brought shall determine upon application that, despite the adjudication of liability but in view of all of the circumstances of the case, the person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.
- (d) To the extent that an agent has been successful on the merits or otherwise in defense of any proceeding referred to in paragraph (b) or (c) of this Article 7, or in defense of any claim, issue or matter therein, the agent shall be indemnified by the corporation against expenses actually and reasonably incurred by the agent in connection therewith.
- (e) Any indemnification under paragraph (b) or (c) of this Article 7 (unless ordered by a court) shall be made by the corporation only as authorized in the specific case upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in paragraph (b) or (c). Such determination shall be made (I) by the board of

directors by a majority vote of a quorum consisting of directors who were not parties to the proceeding, or (II) if such a quorum is not obtainable, by independent legal counsel in a written opinion to the corporation, or (III) by a majority vote of the members.

- (f) Expenses incurred in defending any proceeding may be paid by the corporation in advance of the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall ultimately be determined that the agent is entitled to be indemnified by the corporation as authorized in this Article 7.
- (g) Any indemnification pursuant to this Ariticle 7 shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled and shall continue as to a person who has ceased to be an agent and shall inure to the benefit of the heirs and personal representatives of such a person.
- (h) The corporation shall have the power to purchase and maintain insurance on behalf of any agent of the corporation, against any liability asserted against or incurred by the agent in any such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under th provisions of this Article 7.
- (i) This Article 7 does not apply to any proceeding against any trustee, investment manager or other fiduciary of an employee benefit plan in such person's capacity, although such person may also be an agent of the corporation as defined in paragraph (a). Nothing contained in this Article 7 shall limit any right to indemnification to which such a trustee, investment manager or other fiduciary may be entitled by contract or otherwise.

Washington County Historical Society

By:	 
President	

The person to contact regarding this filing is David G. Frost.

Telephone: 640-2661

#### Bylaws Revised September 13, 1995

Approved Revisions - September 28, 2001

Article 5 - Board of Directors, Election and Duties

Article 5 - Board Members, Election and Duties.

Section 1

Section 1 - Board of Directors and Board of Stewards.

A Board of Directors (the Board) of eighteen members shall conduct the affairs of the Society. The governing and policy making responsibilities of the Society shall be vested in the board.

A Board of Directors (Directors) shall strive to consist of no less than seven (7) members and shall conduct the affairs of the Society. The governing and policy making responsibilities of the Society shall be vested in the Board of Directors. Furthermore, the Board of Directors shall provide leadership through membership and participation in special committees, meetings, special events, and various program, outreach and fund raising initiatives.

A Board of Stewards (Stewards) shall strive to consist of no less than twenty-one (21) members and shall support and advise the Society through membership and participation in special committees, meetings, special events, and various program, outreach and fund raising initiatives.

The Executive Director of the Washington County Historical Society shall be the ex-officio member of the Board of Directors without a vote, and the chief staff contact with both the Board of Directors and Board of Stewards, their individual members and each group as a whole.

The title "Director" refers to members of the Board of Directors, and the title "Steward" refers to members of the Board of Stewards.

#### Section 2 - Board Member Requirements.

All elected Directors shall be active members in good standing. The Executive Director of the Washington County Historical Society shall be the ex-officio member of the Board without a vote.

All elected Directors, Stewards and the Executive Director shall be active members in good standing. Each one will agree with and passionately support the mission of Washington County Historical Society. Furthermore, each Director, Steward and the Executive Director shall strive to increase the social status and standing of the Board within the community by adding to the Board their own wisdom, experience and perspective. In addition, each Director, Steward and the Executive Director shall also strive to add to this their sphere of influence and social/professional relationships to increase Washington County Historical Society's capacity to raise new supporters and develop community partnerships. Directors, Stewards and the Executive Director shall provide leadership and set a high standard through the example of their giving and active participation in special committees, meetings, special events, and various program, outreach and fund raising initiatives.

#### **Section 3**

#### Section 3 - Directors and Stewards Terms of Office.

The term of office for a director shall be three (3) years with a limit of two (2) successive terms. More than one half a term shall be a full term. The positions of the Board of Directors shall be divided into three (3) groups of six (6) members each with rotating terms.

The term of office for a Director shall be three years. At the end of three years, Directors have the option to serve an additional three-year term. More than one half a term shall be considered a full term. A one year break may be taken after the first three years, but must be taken after two successive full terms, after which the Board of Directors may nominate and re-elect the individual for another term with the same term limits as stated above.

There is no set term limits for a Steward.

#### Section 4 - Nomination of Directors and Stewards

The President shall appoint a Board nominating committee consisting of three Board members and the Vice President, who shall serve as the presiding officer of the committee. The nominating committee will submit a slate of nominees to fill the positions of Board members whose terms will end. The report of the nominating committee will be made at the next to the last meeting of the year. New Board members will be chosen by a vote of the Board at its first meeting of the next year.

The President of the Board of Directors shall appoint a Board Nominating Committee chaired by another Director, preferably the immediate Past President of the Board. The Executive Director will also serve as a member of the Board Nominating Committee. The Board Nominating Committee will submit a slate of nominees to fill the positions of both Directors and Stewards. New Directors and Stewards will be chosen by a vote of the Board of Directors.

#### Section 5

#### Section 5 - Vacancies and Resignation of Directors and Stewards

Vacancies in the Board resulting from death, resignation or other causes, shall be filled by a vote of the Board.

Vacancies in the Board of Directors and Board of Stewards resulting from death, resignation or other causes, shall be filled by a vote of the Board of Directors. Directors and Stewards may resign at any time by written notification to the Board of Directors.

#### Section 6 - Removal of Directors and Stewards

Any director may be removed from office without cause by a vote of a majority of the members of the Board (not just a majority of a quorum) at a meeting called for that purpose so long as a notice of the meeting time and place, and purpose of the meeting, has been given at least 10 days prior to the meeting.

Any Director or Steward may be removed from office without cause by a vote of a majority of the Directors (not just a majority of a quorum) at a meeting called for that purpose, so long as a notice of the meeting time, place and purpose is given to all Directors, and the Executive Director, at least ten (10) days prior to the meeting.

#### Section 7

#### Section 7 – Board Meetings

The Board may establish regular meetings to be held in such places and at such times as it desires. No further notice of such meetings shall be required, unless otherwise required by these bylaws.

Both the Board of Directors and the Board of Stewards may establish regular meetings to be held in such places and at such times as desired. No further notice of such meetings shall be required, unless otherwise required by these bylaws.

#### **Section 8**

#### Section 8 – Special Meetings

Special meetings of the Board may be called by the President and any two Board members, or any three Board members.

Special meetings of either the Board of Directors and the Board of Stewards may be called by the President and any two (2) Directors, or by any three (3) Directors.

#### Section 9 – Quorum for Transacting Business

The presence of a majority of the seated members of the Board at a meeting shall constitute a quorum to transact business; however, a Board member may consent in writing to actions taken by the Board when the member was not in attendance, and with respect to the actions specified in the consent, the member shall be considered as being present for purposes of being counted as a part of a quorum.

The presence of a majority of the seated members of the Board of Directors at a meeting shall constitute a quorum to transact business; however, a Director may consent in writing to actions taken by the Board of Directors when the Director was not in attendance, and with respect to the actions specified in the consent, the Director shall be considered as being present for purposes of being counted as a part of a quorum.

#### Section 10

#### Section 10 - Board Action in Absentia

Board action may be taken without a meeting if the necessary number of Board members consent in writing to the action.

Board of Directors' action may be taken without a meeting if the necessary number of Directors consent in writing to the action.

#### **Section 11**

#### Section 11 - Written Notice of Board Action

A written report to all board members must follow any actions taken under Sections 9 or 10.

#### **Article VI**

#### Section 1

#### Section 1 – Board Officers

The officers of the Society shall be President, Vice-President, Secretary, and Treasurer. The officers shall compose the Executive Committee.

The Officers of the Board of Directors shall be President, Vice-President, Secretary, Treasurer and Immediate Past-President. The Officers of the Board of Directors shall compose the Executive Committee.

#### **Section 2**

#### Section 2 – Election of Board Officers

The officers shall be elected by the Board at its first meeting of the calendar year. Nominees for officers must board members. The retiring President or next ranking officer shall preside until the officers are elected. The executive committee shall be the nominating committee for officers and the Vice-President shall be the presiding officer of the nominating committee. The report of the nominating committee shall be made at the last meeting of the prior year, and nominations may be made from the floor at anytime after the report of the nominating committee and prior to the election. Election shall be by written ballot unless there is only one nominee for an office, at which time elections shall be by voice vote.

The officers shall be elected by the Board of Directors at its first meeting of the calendar year. Nominees for officers must be Directors. The retiring President or next ranking officer shall preside until the officers are elected. The Board Nominating Committee shall nominate officers. The Nominating Report of the Board Nominating Committee shall be made at the last meeting of the prior year, and nominations may be made from the floor at anytime after the report of the Board Nominating Committee has been given and prior to the election. Election shall be by written ballot unless there is only one nominee for an office, at which time elections shall be by voice vote.

#### Section 3 – Term of Office for Board Officers

The term of office shall be for one year and no one may hold the office of President for more than two successive terms. A vacancy occurring in an office shall be filled at a subsequent meeting of the Board by the remaining Board of Directors.

The term of office for Officers shall be for one (1) year and no one may hold the office of President for more than two (2) consecutive terms. The Vice President during the second year of a President's term is the President Elect. The Vice President must have enough term left to serve the one (1) required year as President. A vacancy occurring in an office shall be filled as soon as possible after a subsequent meeting of the Board Nominating Committee.

## Washington County Historical Society Balance Sheet As of December 31, 2006

ASSETS Current Assets Checking/Savings  1-1000 · Cash - Operating NEW  1-1001 · Cash - Money Mk Unrestricted  1-1002 · Cash - Money Mk Unrestricted  1-1140 · Petty Cash  Total Checking/Savings  Accounts Receivable  1-1200 · Make Over Pledges Receivable  1-1250 · Accounts Rec/Pledges  Total Accounts Receivable  1-1215 · Pledges Rec-Discount  1-1230 · Interest Receivable  1-1230 · Interest Receivable  1-1310 · Reserve Fund - Unrestricted  1-1320 · Reserve Fund - Restricted  1-1411 · Inventory-Historic Guides  1-1412 · Inventory - History Books  1-1414 · Inventory - Photographs  1-1500 · Prepaid Insurance  1-1510 · Prepaid Expenses  Total Other Current Assets  Total Other Current Assets  1-2050 · Museum Building Improvements  1-2051 · Exhibits in Progress  1-2175 · Exhibit Materials  1-2200 · Accum Depreciation  1-2330 · Right Materials  1-2200 · Accum Depreciation  1-2330 · Source of the service		Dec 31, 06
Checking/Savings       1-1000 · Cash - Operating NEW       -18,477.24         1-1001 · Cash - Money Mk Unrestricted       2,317.85         1-1002 · Cash - Money Mkt Restricted       280,593.38         1-1140 · Petty Cash       50.00         Total Checking/Savings       264,483.99         Accounts Receivable       46,000.00         1-1250 · Make Over Pledges Receivable       15,924.50         Total Accounts Receivable       61,924.50         Other Current Assets         1-1215 · Pledges Rec-Discount       -1,327.00         1-1230 · Interest Receivable       759.59         1-1310 · Reserve Fund - Unrestricted       12,361.75         1-1320 · Reserve Fund - Restricted       74,024.20         1-1411 · Inventory - Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       107,020.33         Total Current Assets       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2175 · Exhibit Materials	ASSETS	
1-1000 · Cash - Operating NEW       -18,477.24         1-1001 · Cash - Money Mk Unrestricted       2,317.85         1-1002 · Cash - Money Mkt Restricted       280,593.38         1-1140 · Petty Cash       50.00         Total Checking/Savings       264,483.99         Accounts Receivable       46,000.00         1-1250 · Make Over Pledges Receivable       15,924.50         Total Accounts Receivable       -1,327.00         1-1215 · Pledges Rec-Discount       -1,327.00         1-1230 · Interest Receivable       759.59         1-1310 · Reserve Fund - Unrestricted       12,361.75         1-1320 · Reserve Fund - Restricted       74,024.20         1-1411 · Inventory-Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations		
1-1001 · Cash - Money Mk Unrestricted       2,317.85         1-1002 · Cash - Money Mkt Restricted       280,593.38         1-1140 · Petty Cash       50.00         Total Checking/Savings       264,483.99         Accounts Receivable       46,000.00         1-1250 · Make Over Pledges Receivable       15,924.50         Total Accounts Receivable       61,924.50         Other Current Assets         1-1215 · Pledges Rec-Discount       -1,327.00         1-1230 · Interest Receivable       759.59         1-1310 · Reserve Fund - Unrestricted       12,361.75         1-1320 · Reserve Fund - Restricted       74,024.20         1-1411 · Inventory - Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,300.37         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       123,536.12 <td></td> <td></td>		
1-1002 · Cash - Money Mkt Restricted       280,593.38         1-1140 · Petty Cash       50.00         Total Checking/Savings       264,483.99         Accounts Receivable       46,000.00         1-1250 · Make Over Pledges Receivable       15,924.50         Total Accounts Receivable       61,924.50         Other Current Assets       -1,327.00         1-1215 · Pledges Rec-Discount       -1,327.00         1-1230 · Interest Receivable       759.59         1-1310 · Reserve Fund - Unrestricted       12,361.75         1-1320 · Reserve Fund - Restricted       74,024.20         1-1411 · Inventory-Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       276,379.81         1-2050 · Museum Building Improvements       276,379.81         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       123,536.12		-18,477.24
1-1140 · Petty Cash       50.00         Total Checking/Savings       264,483.99         Accounts Receivable       46,000.00         1-1250 · Accounts Rec/Pledges       15,924.50         Total Accounts Receivable       61,924.50         Other Current Assets       -1,327.00         1-1215 · Pledges Rec-Discount       -1,327.00         1-1230 · Interest Receivable       759.59         1-1310 · Reserve Fund - Unrestricted       12,361.75         1-1320 · Reserve Fund - Restricted       74,024.20         1-1411 · Inventory-Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2061 · Exhibits in Progress       276,379.81         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements		2,317.85
Total Checking/Savings         264,483.99           Accounts Receivable         1-1200 · Make Over Pledges Receivable         46,000.00           1-1250 · Accounts Rec/Pledges         15,924.50           Total Accounts Receivable         61,924.50           Other Current Assets         -1,327.00           1-1215 · Pledges Rec-Discount         -1,327.00           1-1230 · Interest Receivable         759.59           1-1310 · Reserve Fund - Unrestricted         12,361.75           1-1320 · Reserve Fund - Restricted         74,024.20           1-1411 · Inventory-Historic Guides         4,699.24           1-1412 · Inventory - History Books         15,212.47           1-1414 · Inventory - Photographs         209.10           1-1500 · Prepaid Insurance         302.40           1-1510 · Prepaid Expenses         778.58           Total Other Current Assets         107,020.33           Total Current Assets         276,379.81           1-2061 · Exhibits in Progress         217.43           1-2100 · Furniture and Equipment         157,009.37           1-2175 · Exhibit Materials         57,380.05           1-2180 · Building Renovations         79,828.33           1-2200 · Accum Depreciation         -123,536.12           55,925.00		•
Accounts Receivable  1-1200 · Make Over Pledges Receivable  1-1250 · Accounts Rec/Pledges  Total Accounts Receivable  Other Current Assets  1-1215 · Pledges Rec-Discount  1-1230 · Interest Receivable  759.59  1-1310 · Reserve Fund - Unrestricted  1-1320 · Reserve Fund - Restricted  1-1411 · Inventory-Historic Guides  1-1412 · Inventory - History Books  1-1414 · Inventory - Photographs  1-1500 · Prepaid Insurance  1-1510 · Prepaid Expenses  Total Other Current Assets  Total Current Assets  1-2050 · Museum Building Improvements  1-2061 · Exhibits in Progress  1-2175 · Exhibit Materials  1-2180 · Building Renovations  1-2200 · Accum Depreciation  1-24510 · WACO Jail Improvements  Tetal Final A	1-1140 · Petty Cash	50.00
1-1200 · Make Over Pledges Receivable       46,000.00         1-1250 · Accounts Rec/Pledges       15,924.50         Total Accounts Receivable       61,924.50         Other Current Assets       -1,327.00         1-1230 · Interest Receivable       759.59         1-1310 · Reserve Fund - Unrestricted       12,361.75         1-1320 · Reserve Fund - Restricted       74,024.20         1-1411 · Inventory-Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00	Total Checking/Savings	264,483.99
1-1250 · Accounts Rec/Pledges       15,924.50         Total Accounts Receivable       61,924.50         Other Current Assets       -1,327.00         1-1215 · Pledges Rec-Discount       -1,327.00         1-1230 · Interest Receivable       759.59         1-1310 · Reserve Fund - Unrestricted       12,361.75         1-1320 · Reserve Fund - Restricted       74,024.20         1-1411 · Inventory-Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00	Accounts Receivable	
1-1250 · Accounts Rec/Pledges       15,924.50         Total Accounts Receivable       61,924.50         Other Current Assets       -1,327.00         1-1215 · Pledges Rec-Discount       -1,327.00         1-1230 · Interest Receivable       759.59         1-1310 · Reserve Fund - Unrestricted       12,361.75         1-1320 · Reserve Fund - Restricted       74,024.20         1-1411 · Inventory-Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00	1-1200 · Make Over Pledges Receivable	46,000.00
Total Accounts Receivable       61,924.50         Other Current Assets       1-1215 · Pledges Rec-Discount       -1,327.00         1-1230 · Interest Receivable       759.59         1-1310 · Reserve Fund - Unrestricted       12,361.75         1-1320 · Reserve Fund - Restricted       74,024.20         1-1411 · Inventory-Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00		•
Other Current Assets       1-1215 · Pledges Rec-Discount       -1,327.00         1-1230 · Interest Receivable       759.59         1-1310 · Reserve Fund - Unrestricted       12,361.75         1-1320 · Reserve Fund - Restricted       74,024.20         1-1411 · Inventory-Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00	Total Accounts Receivable	
1-1215 · Pledges Rec-Discount       -1,327.00         1-1230 · Interest Receivable       759.59         1-1310 · Reserve Fund - Unrestricted       12,361.75         1-1320 · Reserve Fund - Restricted       74,024.20         1-1411 · Inventory-Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00	Other Current Assets	-
1-1230 · Interest Receivable       759.59         1-1310 · Reserve Fund - Unrestricted       12,361.75         1-1320 · Reserve Fund - Restricted       74,024.20         1-1411 · Inventory-Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2050 · Museum Building Improvements       276,379.81         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00		-1 327 00
1-1310 · Reserve Fund - Unrestricted 1-1320 · Reserve Fund - Restricted 1-1411 · Inventory-Historic Guides 1-1412 · Inventory - History Books 1-1414 · Inventory - Photographs 1-1500 · Prepaid Insurance 1-1510 · Prepaid Expenses  Total Other Current Assets  Total Current Assets  1-2050 · Museum Building Improvements 1-2061 · Exhibits in Progress 1-2175 · Exhibit Materials 1-2180 · Building Renovations 1-2200 · Accum Depreciation 1-4510 · WACO Jail Improvements 51,361.75 74,024.20 14,699.24 15,212.47 15,212.47 16,99.24 16,99.24 16,99.24 16,99.24 16,99.24 16,99.24 16,99.24 16,99.24 16,99.24 16,99.24 16,99.24 16,99.24 16,99.24 16,99.24 17,402.40 17,020.33		
1-1320 · Reserve Fund - Restricted       74,024.20         1-1411 · Inventory-Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2050 · Museum Building Improvements       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00		
1-1411 · Inventory-Historic Guides       4,699.24         1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00		•
1-1412 · Inventory - History Books       15,212.47         1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2050 · Museum Building Improvements       217.43         1-2061 · Exhibits in Progress       217.43         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00		
1-1414 · Inventory - Photographs       209.10         1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00		-
1-1500 · Prepaid Insurance       302.40         1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00		•
1-1510 · Prepaid Expenses       778.58         Total Other Current Assets       107,020.33         Total Current Assets       433,428.82         Fixed Assets       276,379.81         1-2050 · Museum Building Improvements       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00	1-1500 · Prepaid Insurance	
Total Current Assets  1-2050 · Museum Building Improvements 1-2061 · Exhibits in Progress 1-2100 · Furniture and Equipment 1-2175 · Exhibit Materials 1-2180 · Building Renovations 1-2200 · Accum Depreciation 1-4510 · WACO Jail Improvements  433,428.82  276,379.81 276,379.81 157,009.37	1-1510 · Prepaid Expenses	
Fixed Assets  1-2050 · Museum Building Improvements  1-2061 · Exhibits in Progress  1-2100 · Furniture and Equipment  1-2175 · Exhibit Materials  1-2180 · Building Renovations  1-2200 · Accum Depreciation  1-4510 · WACO Jail Improvements  79,828.33  -123,536.12  55,925.00	Total Other Current Assets	107,020.33
Fixed Assets       1-2050 · Museum Building Improvements       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00	Total Current Assets	433,428.82
1-2050 · Museum Building Improvements       276,379.81         1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00	Fixed Assets	
1-2061 · Exhibits in Progress       217.43         1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00	1-2050 · Museum Building Improvements	276 379 81
1-2100 · Furniture and Equipment       157,009.37         1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00		<u>=</u>
1-2175 · Exhibit Materials       57,380.05         1-2180 · Building Renovations       79,828.33         1-2200 · Accum Depreciation       -123,536.12         1-4510 · WACO Jail Improvements       55,925.00	1-2100 · Furniture and Equipment	
1-2180 · Building Renovations 79,828.33 1-2200 · Accum Depreciation -123,536.12 1-4510 · WACO Jail Improvements 55,925.00		•
1-2200 · Accum Depreciation -123,536.12 1-4510 · WACO Jail Improvements 55,925.00	1-2180 · Building Renovations	•
1-4510 · WACO Jail Improvements 55,925.00		
Total Fixed Assets 503,203.87	1-4510 · WACO Jail Improvements	
	Total Fixed Assets	503,203.87
TOTAL ASSETS 936,632.69	TOTAL ASSETS	936 632 69
LIABILITIES & EQUITY	LIARII ITIES & EQUITY	
Liabilities  Liabilities		
Current Liabilities		
Accounts Payable		
2000 · *Accounts Payable -72.16		-72.16

## Washington County Historical Society Balance Sheet As of December 31, 2006

	Dec 31, 06
Total Accounts Payable	-72.16
Other Current Liabilities	
2-1000 · Accounts Payable	72.16
2-3000 · Accrued Payroll Taxes	5.91
Total Other Current Liabilities	78.07
Total Current Liabilities	5.91
Total Liabilities	5.91
Equity	
3-3900 · T/R -Milennium Makeover	243,785.91
3-4000 · T/R - Mobile Museum	3,627.97
3-4002 · T/R - Scout Saturday	4,671.34
3-7000 · T/R Hispanic Oral History	523.86
3-7100 · T/R - Joan Smith Lecture Series	4,348.00
3-8000 · Unrestricted Net Assets	162,101.68
3-9000 · Retained Earnings	400,236.68
Net Income	117,331.34
Total Equity	936,626.78
TOTAL LIABILITIES & EQUITY	936,632.69

### Washington County Historical Society Profit & Loss January through December 2006

Ordinary Income   Expense   Income		Jan - Dec 06
Income	Ordinary Income/Expense	
4-1100 · Washing Cnty Contract       94,451.50         4-1200 · Cities       16,754.50         Total 4-1000 · Governments       111,206.00         4-2000 · Direct Contributions       23,176.00         4-2000 · Memberships       23,176.00         4-2400 · Planned Giving       100.00         4-2600 · Donation Box       463.58         Total 4-2000 · Direct Contributions       23,739.58         4-3000 · Program Fees and Registrations       4-3000 · Program Fees and Registrations         4-3100 · General Admission       748.36         4-3250 · Mobile Museum Presentations       11,755.00         4-3300 · Other Programs       100.00         4-3500 · Scout Saturdays       4,362.50         4-3700 · Traveling Exhibit       2,000.00         Total 4-3000 · Program Fees and Registrations       22,781.71         4-4000 · Sales Income       17,375.26         4-4300 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4320 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4320 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4320 · Photo Reproduction       936.75         4-5125 ·	<u>-</u>	
4-1200 · Cities	4-1000 · Governments	
4-1200 · Cities	4-1100 · Washing Cnty Contract	94,451.50
4-2000 · Direct Contributions 4-2005 · Memberships 4-2040 · Planned Giving 4-2600 · Donation Box 4-3000 · Program Fees and Registrations 4-3000 · Program Fees and Registrations 4-3010 · General Admission 4-3250 · Mobile Museum Presentations 4-3250 · Mobile Museum Presentations 4-3400 · Other Programs 100.00 4-3500 · Scout Saturdays 4-362.50 4-3700 · Traveling Exhibit 2,000.00  Total 4-3000 · Program Fees and Registrations 22,781.71  4-4000 · Sales Income 4-4250 · The Historian · Sales 4-4300 · Photo Reproduction 936.75 4-4310 · Publication Sales 1,732.95 4-4320 · Photocopying 339.85 4-4400 · Rental Income 150.00  Total 4-4000 · Sales Income 4-5125 · Interest · Money Market 4-5100 · Investment Income 4-5135 · Dividents on trust 4-5130 · Interest on Trust 4-5130 · Interest on Trust 4-5140 · Interest - Other 7 otal 4-5000 · Investment Income 4-6110 · Corp. Matching Fund 4-6100 · Fundraising Income 4-6110 · Corp. Matching Fund 4-6120 · Fall Fundraiser 4-6210 · Annual Giving/Appeals 7 otal 4-6000 · Fundraising Income 4-9000 · Restricted Income	4-1200 · Cities	
4-2005 · Memberships       23,176.00         4-2400 · Planned Giving       100.00         4-2600 · Donation Box       463.58         Total 4-2000 · Direct Contributions       23,739.58         4-3000 · Program Fees and Registrations       3,815.85         4-3000 · General Admission       748.36         4-3250 · Mobile Museum Presentations       11,755.00         4-3400 · Other Programs       100.00         4-3500 · Scout Saturdays       4,362.50         4-3700 · Traveling Exhibit       2,000.00         Total 4-3000 · Program Fees and Registrations       22,781.71         4-4000 · Sales Income       17,375.26         4-4300 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-430 · Photocopying       339.85         4-4400 · Rental Income       150.00         Total 4-4000 · Sales Income       20,534.81         4-5000 · Investment Income       20,534.81         4-5135 · Interest - Money Market       2,858.99         4-5130 · Interest on Trust       1,543.94         4-5135 · Dividents on trust       4,602.38         4-5140 · Interest - Other       172.93         Total 4-5000 · Fundraising Income       69,692.80         4-6110 · Corp. Matching Fund	Total 4-1000 · Governments	111,206.00
4-2400 · Planned Giving       100.00         4-2600 · Donation Box       463.58         Total 4-2000 · Direct Contributions       23,739.58         4-3000 · Program Fees and Registrations       3,815.85         4-3050 · Draft Horse Plowing       3,815.85         4-3100 · General Admission       748.36         4-3250 · Mobile Museum Presentations       11,755.00         4-3400 · Other Programs       100.00         4-3500 · Scout Saturdays       4,362.50         4-3700 · Traveling Exhibit       2,000.00         Total 4-3000 · Program Fees and Registrations       22,781.71         4-4000 · Sales Income       17,375.26         4-4300 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4310 · Publication Sales       1,732.95         4-4320 · Photocopying       339.85         4-4400 · Rental Income       20,534.81         4-5000 · Investment Income       2,858.99         4-5135 · Interest · Money Market       2,858.99         4-5135 · Dividents on trust       1,543.94         4-5135 · Dividents on trust       4,602.38         4-5140 · Interest · Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income </td <td>4-2000 · Direct Contributions</td> <td></td>	4-2000 · Direct Contributions	
4-2400 · Planned Giving       100.00         4-2600 · Donation Box       463.58         Total 4-2000 · Direct Contributions       23,739.58         4-3000 · Program Fees and Registrations       3,815.85         4-3000 · General Admission       748.36         4-3250 · Mobile Museum Presentations       11,755.00         4-3400 · Other Programs       100.00         4-3500 · Scout Saturdays       4,362.50         4-3700 · Traveling Exhibit       2,000.00         Total 4-3000 · Program Fees and Registrations       22,781.71         4-4000 · Sales Income       36.75         4-4310 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4310 · Publication Sales       1,732.95         4-4300 · Photocopying       339.85         4-4400 · Rental Income       20,534.81         4-5000 · Investment Income       20,534.81         4-5125 · Interest · Money Market       2,858.99         4-5130 · Interest on Trust       1,543.94         4-5130 · Interest · Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income       46110 · Corp. Matching Fund       125,000.00         4-6120 · Fall Fundraiser       69,692.80	4-2005 · Memberships	23.176.00
Total 4-2000 · Direct Contributions   23,739.58	4-2400 · Planned Giving	
4-3000 · Program Fees and Registrations 4-3050 · Draft Horse Plowing 3,815.85 4-3100 · General Admission 748.36 4-3250 · Mobile Museum Presentations 11,755.00 4-3400 · Other Programs 100.00 4-3500 · Scout Saturdays 4,362.50 4-3700 · Traveling Exhibit 2,000.00  Total 4-3000 · Program Fees and Registrations 22,781.71 4-4000 · Sales Income 4-4250 · The Historian · Sales 17,375.26 4-4300 · Photo Reproduction 936.75 4-4310 · Publication Sales 1,732.95 4-4320 · Photocopying 339.85 4-4400 · Rental Income 150.00  Total 4-4000 · Sales Income 4-5125 · Interest · Money Market 4-5135 · Dividents on trust 4-5135 · Dividents on trust 4-5130 · Interest on Trust 4-6000 · Fundraising Income 4-6110 · Corp. Matching Fund 4-620 · Fall Fundraiser 4-6210 · Annual Giving/Appeals Total 4-6000 · Fundraising Income 4-9000 · Restricted Income 4-9100 · Make-Over Income 4-9100 · Make-Over Income 4-9100 · Make-Over Income 4-9100 · Make-Over Income	4-2600 · Donation Box	
4-3050 · Draft Horse Plowing       3,815.85         4-3100 · General Admission       748.36         4-3250 · Mobile Museum Presentations       11,755.00         4-3400 · Other Programs       100.00         4-3500 · Scout Saturdays       4,362.50         4-3700 · Traveling Exhibit       2,000.00         Total 4-3000 · Program Fees and Registrations       22,781.71         4-4000 · Sales Income       17,375.26         4-4300 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4320 · Photocopying       339.85         4-4400 · Rental Income       150.00         Total 4-4000 · Sales Income       20,534.81         4-5000 · Investment Income       2,858.99         4-5135 · Interest · Money Market       2,858.99         4-5130 · Interest on Trust       1,543.94         4-5135 · Dividents on trust       4,602.38         4-5140 · Interest · Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income       4610 · Corp. Matching Fund       125,000.00         4-6120 · Fall Fundraiser       69,692.80         4-6210 · Annual Giving/Appeals       11,580.00         Total 4-6000 · Fundraising Income       206,272.80	Total 4-2000 · Direct Contributions	23,739.58
4-3050 · Draft Horse Plowing       3,815.85         4-3100 · General Admission       748.36         4-3250 · Mobile Museum Presentations       11,755.00         4-3400 · Other Programs       100.00         4-3500 · Scout Saturdays       4,362.50         4-3700 · Traveling Exhibit       2,000.00         Total 4-3000 · Program Fees and Registrations       22,781.71         4-4000 · Sales Income       17,375.26         4-4300 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4320 · Photocopying       339.85         4-4400 · Rental Income       150.00         Total 4-4000 · Sales Income       20,534.81         4-5000 · Investment Income       2,858.99         4-5135 · Interest · Money Market       2,858.99         4-5130 · Interest on Trust       1,543.94         4-5135 · Dividents on trust       4,602.38         4-5140 · Interest · Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income       4610 · Corp. Matching Fund       125,000.00         4-6120 · Fall Fundraiser       69,692.80         4-6210 · Annual Giving/Appeals       11,580.00         Total 4-6000 · Fundraising Income       206,272.80	4-3000 · Program Fees and Registrations	
4-3100 · General Admission       748.36         4-3250 · Mobile Museum Presentations       11,755.00         4-3400 · Other Programs       100.00         4-3500 · Scout Saturdays       4,362.50         4-3700 · Traveling Exhibit       2,000.00         Total 4-3000 · Program Fees and Registrations       22,781.71         4-4000 · Sales Income       17,375.26         4-4300 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4320 · Photocopying       339.85         4-4400 · Rental Income       150.00         Total 4-4000 · Sales Income       20,534.81         4-5000 · Investment Income       2,858.99         4-5130 · Interest on Trust       1,543.94         4-5130 · Interest on Trust       1,543.94         4-5130 · Interest on Trust       1,543.94         4-5140 · Interest - Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income       69,692.80         4-610 · Corp. Matching Fund       125,000.00         4-6120 · Fall Fundraiser       69,692.80         4-6210 · Annual Giving/Appeals       11,580.00         Total 4-6000 · Fundraising Income       206,272.80         4-9000 · Make-Over Income		3 815 85
4-3250 · Mobile Museum Presentations       11,755.00         4-3400 · Other Programs       100.00         4-3500 · Scout Saturdays       4,362.50         4-3700 · Traveling Exhibit       2,000.00         Total 4-3000 · Program Fees and Registrations       22,781.71         4-4000 · Sales Income       4-4250 · The Historian - Sales       17,375.26         4-4300 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4320 · Photocopying       339.85         4-4400 · Rental Income       150.00         Total 4-4000 · Sales Income       20,534.81         4-5000 · Investment Income       2,858.99         4-5130 · Interest on Trust       1,543.94         4-5135 · Dividents on trust       4,602.38         4-5140 · Interest - Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income       4-6110 · Corp. Matching Fund       125,000.00         4-6120 · Fall Fundraiser       69,692.80         4-6210 · Annual Giving/Appeals       11,580.00         Total 4-6000 · Fundraising Income       206,272.80         4-9000 · Restricted Income       110,680.00		•
4-3400 · Other Programs       100.00         4-3500 · Scout Saturdays       4,362.50         4-3700 · Traveling Exhibit       2,000.00         Total 4-3000 · Program Fees and Registrations       22,781.71         4-4000 · Sales Income       17,375.26         4-4300 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4320 · Photocopying       339.85         4-4400 · Rental Income       150.00         Total 4-4000 · Sales Income       20,534.81         4-5000 · Investment Income       2,858.99         4-5130 · Interest on Trust       1,543.94         4-5135 · Dividents on trust       4,602.38         4-5140 · Interest - Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income       4-6110 · Corp. Matching Fund       125,000.00         4-6120 · Fall Fundraiser       69,692.80         4-6210 · Annual Giving/Appeals       11,580.00         Total 4-6000 · Fundraising Income       206,272.80         4-9000 · Restricted Income       4-9100 · Make-Over Income       110,680.00	4-3250 · Mobile Museum Presentations	
4-3500 · Scout Saturdays       4,362.50         4-3700 · Traveling Exhibit       2,000.00         Total 4-3000 · Program Fees and Registrations       22,781.71         4-4000 · Sales Income       32,781.71         4-4000 · The Historian - Sales       17,375.26         4-4300 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4320 · Photocopying       339.85         4-4400 · Rental Income       150.00         Total 4-4000 · Sales Income       20,534.81         4-5000 · Investment Income       2,858.99         4-5135 · Interest - Money Market       2,858.99         4-5130 · Interest on Trust       1,543.94         4-5135 · Dividents on trust       4,602.38         4-5140 · Interest - Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income       9,178.24         4-6120 · Annual Giving/Appeals       11,580.00         Total 4-6000 · Fundraising Income       206,272.80         4-9000 · Restricted Income       206,272.80         4-9100 · Make-Over Income       110,680.00	4-3400 · Other Programs	· ·
4-3700 · Traveling Exhibit       2,000.00         Total 4-3000 · Program Fees and Registrations       22,781.71         4-4000 · Sales Income       17,375.26         4-4250 · The Historian - Sales       17,375.26         4-4300 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4320 · Photocopying       339.85         4-4400 · Rental Income       150.00         Total 4-4000 · Sales Income       20,534.81         4-5000 · Investment Income       2,858.99         4-5135 · Interest - Money Market       2,858.99         4-5130 · Interest on Trust       1,543.94         4-5135 · Dividents on trust       4,602.38         4-5140 · Interest - Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income       69,692.80         4-6110 · Corp. Matching Fund       125,000.00         4-6210 · Annual Giving/Appeals       11,580.00         Total 4-6000 · Fundraising Income       206,272.80         4-9000 · Restricted Income       10,680.00		
4-4000 · Sales Income 4-4250 · The Historian - Sales 4-4300 · Photo Reproduction 936.75 4-4310 · Publication Sales 1,732.95 4-4320 · Photocopying 339.85 4-4400 · Rental Income 150.00  Total 4-4000 · Sales Income 20,534.81  4-5000 · Investment Income 4-5125 · Interest - Money Market 4-5130 · Interest on Trust 1,543.94 4-5135 · Dividents on trust 4-5140 · Interest - Other  Total 4-5000 · Investment Income 9,178.24  4-6000 · Fundraising Income 4-6110 · Corp. Matching Fund 125,000.00 4-6120 · Fall Fundraiser 69,692.80 4-6210 · Annual Giving/Appeals  Total 4-6000 · Fundraising Income 4-9000 · Restricted Income 4-9000 · Restricted Income 4-9100 · Make-Over Income 110,680.00		
4-4250 · The Historian - Sales       17,375.26         4-4300 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4320 · Photocopying       339.85         4-4400 · Rental Income       150.00         Total 4-4000 · Sales Income         4-5000 · Investment Income       20,534.81         4-5000 · Investment Income       2,858.99         4-5135 · Interest - Money Market       2,858.99         4-5135 · Dividents on trust       1,543.94         4-5135 · Dividents on trust       4,602.38         4-5140 · Interest - Other       172.93         Total 4-5000 · Investment Income         4-6000 · Fundraising Income       9,178.24         4-6100 · Fall Fundraiser       69,692.80         4-6210 · Annual Giving/Appeals       11,580.00         Total 4-6000 · Fundraising Income         4-9000 · Restricted Income       206,272.80         4-9000 · Make-Over Income       110,680.00	Total 4-3000 · Program Fees and Registrations	22,781.71
4-4300 · Photo Reproduction 4-4310 · Publication Sales 4-4310 · Publication Sales 1,732.95 4-4320 · Photocopying 339.85 4-4400 · Rental Income 150.00  Total 4-4000 · Sales Income  4-5000 · Investment Income 4-5125 · Interest - Money Market 4-5130 · Interest on Trust 4-5135 · Dividents on trust 4-5135 · Dividents on trust 4-5140 · Interest - Other  Total 4-5000 · Investment Income  4-6100 · Fundraising Income 4-6110 · Corp. Matching Fund 4-6120 · Fall Fundraiser 4-6210 · Annual Giving/Appeals  Total 4-6000 · Fundraising Income  4-9000 · Restricted Income  4-9000 · Restricted Income  4-9100 · Make-Over Income  110,680.00	4-4000 · Sales Income	
4-4300 · Photo Reproduction       936.75         4-4310 · Publication Sales       1,732.95         4-4320 · Photocopying       339.85         4-4400 · Rental Income       150.00         Total 4-4000 · Sales Income       20,534.81         4-5000 · Investment Income       2,858.99         4-5125 · Interest - Money Market       2,858.99         4-5130 · Interest on Trust       1,543.94         4-5135 · Dividents on trust       4,602.38         4-5140 · Interest - Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income       9,178.24         4-6120 · Fall Fundraiser       69,692.80         4-6210 · Annual Giving/Appeals       11,580.00         Total 4-6000 · Fundraising Income       206,272.80         4-9000 · Restricted Income       206,272.80          4-9100 · Make-Over Income       110,680.00	4-4250 · The Historian - Sales	17.375.26
4-4310 · Publication Sales       1,732.95         4-4320 · Photocopying       339.85         4-4400 · Rental Income       150.00         Total 4-4000 · Sales Income       20,534.81         4-5000 · Investment Income       2,858.99         4-5135 · Interest - Money Market       2,858.99         4-5135 · Dividents on trust       1,543.94         4-5135 · Dividents on trust       4,602.38         4-5140 · Interest - Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income       69,692.80         4-6120 · Fall Fundraiser       69,692.80         4-6210 · Annual Giving/Appeals       11,580.00         Total 4-6000 · Fundraising Income       206,272.80         4-9000 · Restricted Income       10,680.00	4-4300 · Photo Reproduction	
4-4320 · Photocopying       339.85         4-4400 · Rental Income       150.00         Total 4-4000 · Sales Income       20,534.81         4-5000 · Investment Income       2,858.99         4-5135 · Interest - Money Market       2,858.99         4-5135 · Dividents on trust       1,543.94         4-5135 · Dividents on trust       4,602.38         4-5140 · Interest - Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income       125,000.00         4-6120 · Fall Fundraiser       69,692.80         4-6210 · Annual Giving/Appeals       11,580.00         Total 4-6000 · Fundraising Income       206,272.80         4-9000 · Restricted Income       10,680.00		
4-4400 · Rental Income       150.00         Total 4-4000 · Sales Income       20,534.81         4-5000 · Investment Income       2,858.99         4-5125 · Interest - Money Market       2,858.99         4-5130 · Interest on Trust       1,543.94         4-5135 · Dividents on trust       4,602.38         4-5140 · Interest - Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income       125,000.00         4-6120 · Fall Fundraiser       69,692.80         4-6210 · Annual Giving/Appeals       11,580.00         Total 4-6000 · Fundraising Income       206,272.80         4-9000 · Restricted Income       10,680.00	4-4320 · Photocopying	•
4-5000 · Investment Income  4-5125 · Interest - Money Market  4-5130 · Interest on Trust  4-5135 · Dividents on trust  4-5135 · Dividents on trust  4-5140 · Interest - Other  Total 4-5000 · Investment Income  4-610 · Corp. Matching Fund  4-6120 · Fall Fundraiser  4-6210 · Annual Giving/Appeals  Total 4-6000 · Fundraising Income  4-9000 · Restricted Income  4-9100 · Make-Over Income  110,680.00	4-4400 · Rental Income	
4-5000 · Investment Income  4-5125 · Interest - Money Market  4-5130 · Interest on Trust  4-5135 · Dividents on trust  4-5135 · Dividents on trust  4-5140 · Interest - Other  Total 4-5000 · Investment Income  4-6000 · Fundraising Income  4-6110 · Corp. Matching Fund  4-6120 · Fall Fundraiser  4-6210 · Annual Giving/Appeals  Total 4-6000 · Fundraising Income  4-9000 · Restricted Income  4-9100 · Make-Over Income  110,680.00	Total 4-4000 · Sales Income	20,534.81
4-5130 · Interest on Trust 4-5135 · Dividents on trust 4-5135 · Dividents on trust 4-5140 · Interest - Other  Total 4-5000 · Investment Income  4-6000 · Fundraising Income 4-6110 · Corp. Matching Fund 4-6120 · Fall Fundraiser 4-6210 · Annual Giving/Appeals  Total 4-6000 · Fundraising Income  4-9000 · Restricted Income 4-9100 · Make-Over Income  110,680.00	4-5000 · Investment Income	
4-5130 · Interest on Trust 4-5135 · Dividents on trust 4-5135 · Dividents on trust 4-5140 · Interest - Other  Total 4-5000 · Investment Income  4-6000 · Fundraising Income 4-6110 · Corp. Matching Fund 4-6120 · Fall Fundraiser 4-6210 · Annual Giving/Appeals  Total 4-6000 · Fundraising Income  4-9000 · Restricted Income 4-9100 · Make-Over Income  110,680.00	4-5125 · Interest - Money Market	2 858 99
4-5135 · Dividents on trust 4-5140 · Interest - Other  Total 4-5000 · Investment Income  4-6000 · Fundraising Income 4-6110 · Corp. Matching Fund 4-6120 · Fall Fundraiser 4-6210 · Annual Giving/Appeals  Total 4-6000 · Fundraising Income  4-9000 · Restricted Income 4-9100 · Make-Over Income  110,680.00		
4-5140 · Interest - Other       172.93         Total 4-5000 · Investment Income       9,178.24         4-6000 · Fundraising Income       125,000.00         4-6110 · Corp. Matching Fund       125,000.00         4-6120 · Fall Fundraiser       69,692.80         4-6210 · Annual Giving/Appeals       11,580.00         Total 4-6000 · Fundraising Income       206,272.80         4-9000 · Restricted Income       110,680.00         4-9100 · Make-Over Income       110,680.00	4-5135 · Dividents on trust	•
4-6000 · Fundraising Income  4-6110 · Corp. Matching Fund  4-6120 · Fall Fundraiser  4-6210 · Annual Giving/Appeals  Total 4-6000 · Fundraising Income  4-9000 · Restricted Income  4-9100 · Make-Over Income  110,680.00	4-5140 · Interest - Other	
4-6110 · Corp. Matching Fund 125,000.00 4-6120 · Fall Fundraiser 69,692.80 4-6210 · Annual Giving/Appeals 11,580.00  Total 4-6000 · Fundraising Income 206,272.80  4-9000 · Restricted Income 4-9100 · Make-Over Income 110,680.00	Total 4-5000 · Investment Income	9,178.24
4-6110 · Corp. Matching Fund 125,000.00 4-6120 · Fall Fundraiser 69,692.80 4-6210 · Annual Giving/Appeals 11,580.00  Total 4-6000 · Fundraising Income 206,272.80  4-9000 · Restricted Income 4-9100 · Make-Over Income 110,680.00	4-6000 · Fundraising Income	
4-6120 · Fall Fundraiser 4-6210 · Annual Giving/Appeals  Total 4-6000 · Fundraising Income  4-9000 · Restricted Income  4-9100 · Make-Over Income  110,680.00		125,000.00
4-6210 · Annual Giving/Appeals  Total 4-6000 · Fundraising Income  206,272.80  4-9000 · Restricted Income  4-9100 · Make-Over Income  110,680.00		
4-9000 · Restricted Income 4-9100 · Make-Over Income 110,680.00	4-6210 · Annual Giving/Appeals	
4-9000 · Restricted Income 4-9100 · Make-Over Income 110,680.00	Total 4-6000 · Fundraising Income	206,272.80
4.0010 3.6.1.1 3.6		
4 0010 3 4 1 11 3 4 B		110,680.00
· ·	4-9210 · Mobile Museum Restricted	

## Washington County Historical Society Profit & Loss

January through December 2006

	Jan - Dec 06
4-9250 · Research Library	16.00
4-9520 · Restricted Other Programs	2,500.00
Total 4-9000 · Restricted Income	143,196.00
Total Income	536,909.14
Expense	
6-1000 · Personnel Expense	
6-1387 · Work-Study Staff	766.30
6-1010 · Staff Salary and Wages	-11,147.87
6-1020 · Salary - Director (MG)	60,108.28
6-1500 · Payroll Taxes	4,242.96
6-1800 · Education & Training	794.65
6-1900 · Benefits Expense	6,991.86
Total 6-1000 · Personnel Expense	61,756.18
6-2000 · Operating Expense	
6-2002 · Bank Charges	1,307.61
6-2004 · Books, Mags, Reference	145.33
6-2008 · Bulk Postage	890.00
6-2012 · Computer Expense	908.33
6-2014 · Conservation Materials	232.17
6-2018 · Copying	1,995.53
6-2210 · Dues & Subscriptions	1,274.11
6-2222 · Exhibit Expense	17,803.23
6-2310 · General Advertising	376.02
6-2320 · General Postage	4,650.73
6-2330 · General Printing	4,785.34
6-2400 · Insurance	6,222.67
6-2480 · Licenses & Fees	157.00
6-2482 · Museum Supplies	63.35
6-2484 · Office Supplies	3,909.82
6-2488 · Photographic Reproduction	2,030.63
6-2500 · Professional Fees	•
6-2510 · Accounting-Audit	9,700.00
6-2515 · Bookkeeping	4,656.25
6-2530 · Custodial	2,535.00
6-2532 · Fees and Contracts	-2.85
6-2545 · HR Service	1,217.00
6-2550 · Payroll Service	1,139.00
Total 6-2500 · Professional Fees	19,244.40
6-2600 · Publications	1,159.69
6-2610 · Repair and Maintenance	1,375.17
6-2650 · Rent - Storage Unit	935.00
6-2800 · Telephone	3,241.80

## Washington County Historical Society Profit & Loss

January through December 2006

	Jan - Dec 06
6-2820 · Utilities 6-2822 · Alarm Monitoring 6-2830 · Electricity and Water 6-2832 · Garbage Collection 6-2840 · NW Natural	533.00 4,344.38 386.44 893.33
Total 6-2820 · Utilities	6,157.15
Total 6-2000 · Operating Expense	78,865.08
6-3000 · Program Costs 6-3008 · Historian (Restricted) 6-3010 · The Historian-Expense Acct. 6-3100 · Mobile Museum -Community 6-3105 · Mob Museum (Operating) 6-3110 · Mob Museum 6-3230 · Other Programs (Restricted) 6-3250 · Other Program 6-3260 · Plowing Exhibit Expense 6-3262 · Research Library expense 6-3272 · Traveling Exhibit Exp	10,261.29 16,672.28 1,324.73 -102.56 46,415.12 9,038.14 6,439.38 16,511.15 28,396.61 903.75
Total 6-3000 · Program Costs	135,859.89
6-5000 · Fundraising Expense 6-6520 · Donor Recognition 6-6550 · Fall Fundraiser Expenses 6-6560 · Hospitality 6-6570 · Membership Drive 6-6580 · Planned Giving Expenses 6-6585 · Publicity	671.67 31,973.85 2,126.34 24,761.84 10,912.78 1,772.30
Total 6-5000 · Fundraising Expense	72,218.78
6-6000 · Miscellaneous Expense 6-7400 · Mileage reimbursement / Travel 7-1000 · Make-Over Expense	350.81 570.31 69,902.10
Total Expense	419,523.15
Net Ordinary Income	117,385.99
Other Income/Expense Other Expense 9-9990 · Unrealized Gain/Loss Mkt 9-9999 · Suspense Total Other Expense	19.50 35.15 54.65
Net Other Income	-54.65

2:56 PM 02/01/07 Accrual Basis

## Washington County Historical Society Profit & Loss January through December 2006

	Jan - Dec 06
Net Income	117,331.34

### Washington County Historical Society 2007 Budget

	BUDGET 2007
INCOME	
Unrestricted Income	
4-1210 · Annual Giving/Special Appeals	10,000
4-1930 - Dividends on trust	0
4-1940 - Capital gains/(losses)	20,000
Cities 4-2600 · Donation Box	20,000 300
4-5100 · Donation Box 4-5100 · Draft Horse Plowing Exhibition	0
4-4100 · Generation Celebration	75,000
4-3100 · General Admission	1,000
4-0000 - Historian/Express Sponsorship	12,000
4-2520 · Historic Guide Income	0
4-2530 · History Books - Sunset Land	0
4-1925 · Interest - Money Market	2,500
4-1920 · Interest on Trust	1,000
4-1214 · Memberships 4-6100 - Memorials	25,000 0
4-4000 - Miscellaneous Income	0
4-2510 · Mobile Museum Income	12,000
4-6200 · Non Repeatable Gifts	0
4-5400 · Other Programs	5,000
4-2300 · Photocopying	500
4-2200 · Photo Reproduction	1,000
4-2100 · Publication Sales	2,000
4-0000 - Rental Income	500
4-2400 - Research	0
4-5300 - Summer Camp	105.000
4-1100 - Washington County Contract Total Unrestricted Income	<u>105,000</u> 272,800
Total Offestricted income	272,800
Restricted Income	
5-2320 · Millennium Makeover	250,000
5-9999 - Discount on pledges	0
5-2422 · Collections Care	0
Traveling Exhibits	0
5-6010 · Old Wash. Cty. Log Jail	0
Scout Saturdays	15,000
5-4000 - Mobile Museum	20,000
Total Restricted Income	285,000
TOTAL INCOME	557,800
TOTALINCOME	
	BUDGET
	2007
EXPENSE	-
Unrestricted Expense	
6-3100 · Accounting-Audit	14,000
6-7310 · Advertising - General	1,500
6-5100 · Alarm Monitoring	800
6-1210 - Annual Giving/Special Appeals 6-3150 · Bank Charges	0 1,000
6-3160 - Bookkeeping	6,000
6-6100 · Books, Mags, Reference	250
6-6150 - Computer Expense	1,000
6-6200 - Conservation Materials	500
6-3200 - Copying	1,800
6-5200 · Custodial	2,700
6-7100 · Donor Recognition	500
6-6610 · Draft Horse Plowing Exhibition	0
6-5300 · Electricity and Water	6,000
6-2100 · Employee Benefits6	3,500

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wasnington County Historical Society	
<b>2007 Budget</b> 6-3650 - Equipment Rental	0
6-6622 - Exhibit Expense	20,000
6-4100 · Fall Fund Raiser Expenses	32,000
6-3300 · Fees and Contracts	3,500
6-5400 · Garbage Collection	350
6-3610 · General Postage	5,000
6-6400 · Historian Publication - Express	27,000
6-7201 · Hospitality	2,000
6-3400 · Insurance	7,000
6-1214 - Membership	25,000
•	1,350
6-3450 · Memberships/Subscriptions	
6-1600 · Memorial	0
6-7400 · Mileage reimbursement	500
6-4000 - Miscellaneous Expense	500
6-7450 · Mobile Museum	10,000
6-5500 · Museum Supplies	500
6-4001 - NW Natural	1,200
6-3500 · Office Supplies	3,500
6-6640 · Other Program	8,000
6-6560 - Payroll Expenses - Staff	35,000
	,
6-2200 · Payroll Taxes	5,000
6-2201 - Photographic Reproduction	200
6-7000 - Planned Giving Expenses	6,000
6-3800 · Professional Advancement	1,000
6-3700 · Printing - General	1,000
6-2600 - Publications - Other	1,200
6-7300 · Publicity	1,000
6-5600 · Repair and Maintenance	1,000
Search Committee	0
6-6630 - Summer Camps	0
•	3,000
	4 (1131)
6-3900 · Telephone	
6-6500 - Temporary Exhibits	0
6-6500 - Temporary Exhibits	0
6-6500 - Temporary Exhibits	0
6-6500 - Temporary Exhibits	0
6-6500 - Temporary Exhibits	241,350
6-6500 - Temporary Exhibits	0 241,350 BUDGET
6-6500 - Temporary Exhibits  Total Unrestricted Expense	0 241,350 BUDGET
6-6500 - Temporary Exhibits  Total Unrestricted Expense  Restricted Expenses	0 241,350 BUDGET 2007
6-6500 - Temporary Exhibits Total Unrestricted Expense  Restricted Expenses 7-2422 · Collections Care	0 241,350 BUDGET 2007
6-6500 - Temporary Exhibits Total Unrestricted Expense  Restricted Expenses 7-2422 · Collections Care History Book	0 241,350 BUDGET 2007 0 0
6-6500 - Temporary Exhibits Total Unrestricted Expense  Restricted Expenses 7-2422 · Collections Care	0 241,350 BUDGET 2007
6-6500 - Temporary Exhibits Total Unrestricted Expense  Restricted Expenses 7-2422 · Collections Care History Book	0 241,350 BUDGET 2007 0 0
6-6500 - Temporary Exhibits Total Unrestricted Expense  Restricted Expenses 7-2422 · Collections Care History Book 7-2301 · Millennium Makeover	0 241,350 BUDGET 2007 0 0 400,000
6-6500 - Temporary Exhibits Total Unrestricted Expense  Restricted Expenses 7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum	0 241,350 BUDGET 2007 0 400,000 0
6-6500 - Temporary Exhibits Total Unrestricted Expense  Restricted Expenses 7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs	0 241,350 BUDGET 2007 0 400,000 0 20,000 0
6-6500 - Temporary Exhibits Total Unrestricted Expense  Restricted Expenses 7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 - Oral History	0 241,350 BUDGET 2007 0 400,000 0 20,000 0
6-6500 - Temporary Exhibits Total Unrestricted Expense  Restricted Expenses 7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 - Oral History 7-6010 · Old Wash. Cty. Log Jail	0 241,350 BUDGET 2007 0 400,000 0 20,000 0 0
Restricted Expenses  7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 - Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits	0 241,350 BUDGET 2007 0 400,000 0 20,000 0 0 0
Restricted Expenses  7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 - Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 - Historian	0 241,350 BUDGET 2007 0 400,000 0 20,000 0 0 0 0
Restricted Expenses  7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 - Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 - Historian 7-7200 - Research Library	0 241,350 BUDGET 2007 0 400,000 0 20,000 0 0 0 0
Restricted Expenses  7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 - Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 - Historian	0 241,350 BUDGET 2007 0 400,000 0 20,000 0 0 0 0
Restricted Expenses  7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 - Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 - Historian 7-7200 - Research Library	0 241,350 BUDGET 2007 0 400,000 0 20,000 0 0 0 0
Restricted Expenses  7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 - Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 - Historian 7-7200 - Research Library	0 241,350 BUDGET 2007 0 400,000 0 20,000 0 0 0 0
Restricted Expenses  7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 - Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 - Historian 7-7200 - Research Library Total Restricted Expenses	0 241,350 BUDGET 2007 0 400,000 0 20,000 0 0 0 0 0 420,000
Restricted Expenses  7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 - Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 - Historian 7-7200 - Research Library Total Restricted Expenses	0 241,350 BUDGET 2007 0 400,000 0 20,000 0 0 0 0 0 420,000
Restricted Expenses  7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 - Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 - Historian 7-7200 - Research Library Total Restricted Expenses	0 241,350 BUDGET 2007 0 400,000 0 20,000 0 0 0 0 420,000
Restricted Expenses 7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 · Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 · Historian 7-7200 · Research Library Total Restricted Expenses  TOTAL EXPENSE	0 241,350 BUDGET 2007 0 400,000 0 20,000 0 0 0 0 0 420,000
Restricted Expenses  7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 - Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 - Historian 7-7200 - Research Library Total Restricted Expenses	0 241,350 BUDGET 2007 0 400,000 0 20,000 0 0 0 0 420,000
Restricted Expenses 7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 · Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 · Historian 7-7200 · Research Library Total Restricted Expenses  TOTAL EXPENSE  NET INCOME BEFORE DEPRECIATION/IN-KIND/GAIN/LOSS	0 241,350  BUDGET 2007  0 400,000 0 20,000 0 0 0 420,000  661,350  (103,550)
Restricted Expenses  7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 · Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 · Historian 7-7200 · Research Library Total Restricted Expenses  TOTAL EXPENSE  NET INCOME BEFORE DEPRECIATION/IN-KIND/GAIN/LOSS 6-5800 · Depreciation	0 241,350 BUDGET 2007 0 400,000 0 20,000 0 0 0 0 420,000
Restricted Expenses 7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 · Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 · Historian 7-7200 · Research Library Total Restricted Expenses  TOTAL EXPENSE  NET INCOME BEFORE DEPRECIATION/IN-KIND/GAIN/LOSS	0 241,350  BUDGET 2007  0 400,000 0 20,000 0 0 0 420,000  661,350  (103,550)
Restricted Expenses  7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 · Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 · Historian 7-7200 · Research Library Total Restricted Expenses  TOTAL EXPENSE  NET INCOME BEFORE DEPRECIATION/IN-KIND/GAIN/LOSS 6-5800 · Depreciation	0 241,350  BUDGET 2007  0 400,000 0 20,000 0 0 0 420,000 661,350  (103,550)
Restricted Expenses 7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 · Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 · Historian 7-7200 · Research Library Total Restricted Expenses  TOTAL EXPENSE  NET INCOME  BEFORE DEPRECIATION/IN-KIND/GAIN/LOSS 6-5800 · Depreciation 4-1250 · In Kind Contribution	0 241,350  BUDGET 2007  0 400,000 0 20,000 0 0 0 420,000 661,350  (103,550) (25,000) 0
Restricted Expenses 7-2422 · Collections Care History Book 7-2301 · Millennium Makeover Other Restricted Expenses 7-4000 · Mobile Museum Other Programs 7-5700 · Oral History 7-6010 · Old Wash. Cty. Log Jail 7-6600 · Exhibits 7-6800 · Historian 7-7200 · Research Library Total Restricted Expenses  TOTAL EXPENSE  NET INCOME  BEFORE DEPRECIATION/IN-KIND/GAIN/LOSS 6-5800 · Depreciation 4-1250 · In Kind Contribution	0 241,350  BUDGET 2007  0 400,000 0 20,000 0 0 0 420,000 661,350  (103,550) (25,000) 0



#### John Tigard House

#### Tigard Historical Association

PO Box 230402 + Tigard, Oregon 97281-0402 + 503-639-2857

February 5, 2007

Mr. Bob Sesnon, Financial & Information Service Dir. City of Tigard 13125 SW Hall Blvd. Tigard, OR 97223

Dear Mr. Sesnon:

It is a privilege to submit the attached application to the City of Tigard, which requests a grant of \$5,000 for the Tigard Historical Association and \$2,500 for the Washington County Historical Society. The purpose of our joint request is to provide annual support to help grow the Tigard Historical Association's programs and services, which include preserving the history of Tigard and the John Tigard House, and educating residents on their local heritage. The application also asks for annual support for the Washington County Historical Society to expand educational services and exhibits to the City of Tigard's schools, families and seniors, and provide technical services to the THA, including conserving and providing curatorial support for the Tigard collection.

Incorporated in 1978, the Tigard Historical Association owns and maintains the John Tigard House, which was built in 1880 in the heart of Tigardville, an early farming community now known as Tigard. THA was established to restore the John Tigard House, and to preserve the cultural and historical legacy of the Tigard area, which was an important stop between Portland and Wilsonville in the early establishment of the Oregon Territory and Washington County. Named to the National Historic Registry in 1979, the John Tigard House, and the Association's collection of priceless artifacts represent a legacy of decades of family, community, and economic activities of the Tigard area, and serve as important documentation of Tigard's local heritage and development over time.

Currently, THA offers many outstanding services to the community, including hosting the monthly Tigard History Club, providing self-guided tours of historical buildings, establishments and homes throughout Tigard, and a monthly lecture series in collaboration with the Tigard Public Library.

THA also offers guided group tours of the John Tigard House for schools, youth groups such as Scouts and Camp Fire, service clubs, churches and other organizations. THA's Oral History Project includes a growing collection of over 40 oral histories of pioneering Tigard families. And THA provides traveling exhibits to local schools and the Tigard Public Library, displaying historical objects and artifacts from the collection.

The Tigard Historical Association is entering an exciting phase in its development, poised to help residents of today and future generations learn about and explore their local heritage and culture. A grant from the City of Tigard will not only support THA's current programs, but will help build new capacity to serve an increased number of Tigard residents, businesses and local government agencies through its collections, outreach, research, exhibitions and educational programs. We appreciate the opportunity to apply for these important funds, and hope you will contact me if you have questions about our request.

Sincerely,

Clarinda Hanson White, Interim Executive Director

## TIGARD HISTORICAL ASSOCIATION Board of Directors

#### **Yvonne Brod**

16180 SW Grimson Ct.
Tigard, OR 97224
503-639-3334 hm.
Sy.brod@comcast.net
Retired Elementary PE Specialist
THA Vice President

#### Liz Christensen

12010 SW Summercrest Dr.
Tigard, OR 97223
503-579-9711 hm.
lizanddarin@netzero.com
Juries Doctorate from J. Reuben Clark Law School; BA in History
THA Treasurer

#### **Don Feller**

9875 SW View Ct.
Tigard, OR 97224
503-639-1816 hm.
503-313-2690 cell
d.feller@verizon.net
Early career as a stock broker;
20 years at Tigard High School as a school counselor and teaching business courses
THA Investments Committee Chair

#### Patricia Keerins

12195 SW 121<sup>st</sup>
Tigard, OR 97223
503-590-3067 hm.
okeerins@verizon.net
Retired Deputy with the U.S. Marshal Service

#### **Dian Ross**

11646 SW Royal Villa Dr.
Tigard, OR 97224
503-620-5772
dianr@hevanet.com
Retired Administrative Assistant with Tektronix
President

#### **Curtis Tigard**

11778 SW Royal Villa Dr. Tigard, OR 97224 503-639-8100 Grandnephew of John Tigard

#### Martha Worley\*

9695 SW O'Mara Tigard, OR 97223 503-639-6563 hm./cell Supervisor for daycare nursery THA Secretary

#### Internal Revenue Service

District Director

Tigard Area Historical and Preservation Assoc. C/O Mrs. Eugene Sharp 2042 S.W. Custer Portland, OR. 97219-2646

P.O. Box 2350, Los Angeles, Calif. 90053

Person to Contact: J. Teague

Department of the Treasury

Telephone Number: (213) 894-2336

Refer Reply to: EO (1205) 96

Date: December 19, 1996

EIN: 93-0722371

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate this organization was recognized to be exempt from Federal Income Tax in December 1978 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in December 1978 continues to be effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

J. Teague

Disclosure Assistant



## Department of Commerce Corporation Division

Certificate of Incorporation

OF

## TIGARD AREA HISTORICAL AND PRESERVATION ASSOCIATION

The undersigned, as Corporation Commissioner of the State of Oregon, hereby certifies that duplicate originals of Articles of Incorporation, duly signed and verified pursuant to the provisions of the Oregon Nonprofit Corporation Act, have been received in this office and are found to conform to law.

Accordingly, the undersigned, as such Corporation Commissioner, and by virtue of the authority vested in him by law, hereby issues this Certificate of Incorporation and attaches hereto a duplicate original of the Articles of Incorporation.

> In Testimony Whereof, I have hereunto set my hand and affixed hereto the seal of the Corporation Division of the Department of Commerce of the State of Oregon this day of 27th , 1978 . July

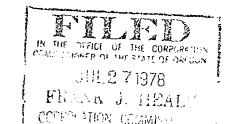
> > Frank I. Healy

Corporation Commissioner



#### NONPROFIT

#### ARTICLES OF INCORPORATION



OF

TIGARD AREA HISTORICAL AND PRESERVATION ASSOCIATION

The undersigned natural persons of the age of eighteen years or more, acting as incorporators under the Oregon Non-Profit Corporation Act, adopt the following Articles of Incorporation:

#### ARTICLE I

The name of the corporation is Tigard Area Historical and Preservation Association and its duration shall be perpetual.

#### ARTICLE II

The purposes for which the corporation is organized are:

- A. To retain historical, cultural and educational identity for the communities of Eastern Washington County and Southwest Multnomah County, Oregon, including the communities of Tigard, Tualatin, Durham, Sherwood, Metzger and Garden Home; and
- B. Subject to the restrictions set forth in these Articles of Incorporation, to engage in any other lawful activities, none of which shall be for profit, for which corporations may be organized under the Oregon Nonprofit Corporation Law.

In furtherance of the foregoing purposes the corporation shall have and may exercise all of the rights and powers given to nonprofit corporations under the Oregon Nonprofit Corporation Law.

#### ARTICLE III

#### Restrictions

This corporation is intended to qualify as a tax exempt charitable and educational organization within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. Notwithstanding any provision of these Articles of Incorporation apparently to the contrary, the affairs of the corporation shall be conducted in such a manner as to qualify for tax exemption under that section or the corresponding provision of any future federal tax laws. No part of the net earnings of the corporation shall inure to the benefit of its members, directors, officers, or other private persons, except that the corporation may pay reasonable compensation for services rendered. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

#### ARTICLE IV

### Board of Directors

The governing body of the corporation shall be a board of directors. The number of directors constituting the initial board of directors of the corporation is 8. The names and addresses of the persons who are to serve as

directors until their successors are elected and shall qualify are:

Name	Addresses
Lois Abeling	7619 SW Locust Street Portland, Oregon 97223
Martha Bishop	10590 SW Cook Lane Tigard, Oregon 97223
Ruth Croft	9470 SW Lehman Tigard, Oregon 97223
Nellie Elwert	Route 1, Box 257 Sherwood, Oregon 97140
Grace Tigard Houghton	11510 SW Crown Drive - No. 7 Tigard, Oregon 97223
Mary Payne	16935 SW 113th Tigard, Oregon 97223
LaVerne Sharp	2042 SW Custer Portland, Oregon 97219
Curtis Tigard	11778 SW Royal Villa Drive Tigard, Oregon 97223

#### ARTICLE V

## Registered Agent

The address of the initial registered office of the corporation of 2042 SW Custer, Portland, Oregon 97219 and the name of its initial registered agent at such address is LaVerne Sharp.

#### ARTICLE VI

#### Dissolution

Upon dissolution or final liquidation, after payment or provision for payment of all of the liabilities of the

corporation, the remaining assets of the corporation shall be distributed to such tax-exempt organization or organizations described in Section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding provision of any future federal tax laws, as the board of directors may determine.

#### ARTICLE VII

#### Incorporators

The names and addresses of the incorporators of the corporation are:

Name
Address

Ruth Croft
9470 SW Lehman
Tigard, Oregon 97223

LaVerne Sharp
2042 SW Custer

We, the undersigned incorporators, declare under penalties of perjury that we have examined the foregoing and to the best of our knowledge and belief, it is true, correct, and complete.

Hune 28,

Dated.

LaVerne Sharp

Portland, Oregon

97219

4

BYLAWS

OF

TIGARD AREA HISTORICAL AND PRESERVATION ASSOCIATION

ARTICLE I

#### OBJECTIVE

The objective of the Corporation shall be to retain historical, cultural, and educational identity for the communities of Eastern Washington County and Southwest Multnomah County, Oregon, including the communities of Tigard, Tualatin, Durham, Sherwood, Metzger, and Garden Home. The objective shall be accomplished by sponsoring displays in public places; acquiring historical documents, deeds, artifacts, and photographs; acquiring, locating and maintaining historic buildings in the area; and conducting meetings which shall constitute informative sessions related to the Corporation's activities, historical sites, and other cultural and historical activities.

#### ARTICLE II

#### MEMBERSHIP

#### 2.1 Classes and Qualifications of Members

The Corporation shall have six classes of members.

The designation and qualifications for membership in each class shall be as follows:

(a) Individual Active Members: Any adult who signifies his/her intent to participate in furthering

the objectives of the Corporation, and pays annual dues, established by the Board of Directors.

- (b) Contributing Members: Any adult person, firm or corporation who contributes at least Twenty-Five Dollars but not more than One Hundred Dollars on an annual basis.
- (c) Sustaining Members: Any adult person, firm or corporation who contributes more than One Hundred Dollars but not more than One Thousand Dollars on an annual basis.
- (d) V.I.P. Members: Any adult person, firm or corporation who contributes more than One Thousand Dollars on an annual basis.
- (e) Student Members: Grade and High School students who signify their interest in FRIENDS OF THE MUSEUM (no dues shall be required).
- (f) Honorary Members: Those persons designated by the Board as having contributed significantly to the objectives of the group.

## 2.2 Evidence of Membership

FRIENDS OF THE MUSEUM shall issue suitable evidence of membership to each person.

### 2.3 Term of Membership

All membership shall be on an annual basis from January to December of each calendar year.

## 2.4 Members Rights and Duties

- (a) Each Individual Active Member, Contributing Member, Sustaining Member, and V.I.P. Member shall have the right to vote on matters brought to a vote of the general membership.
- (b) Nondues-paying Student Members and Honorary
  Members shall not have the right to vote on matters
  brought to a vote of the general membership.
- (c) Each member is expected to actively assist FRIENDS OF THE MUSEUM to achieve its objective by volunteering his/her services or performing a reasonable task requested of him/her.

## 2.5 Resignation and Termination

- (a) Any membership in the FRIENDS OF THE MUSEUM may be terminated by resignation.
- (b) The Board of Directors may suspend or terminate the membership of any member by an affirmative vote of two-thirds of all directors for conduct considered detrimental to the best interests of FRIENDS OF THE MUSEUM after the Board has notified such member in writing of its cause for suspending or terminating his/her membership and has afforded the member twenty

days written notice of his/her opportunity to appear before the Board at a specified date, time and place and show cause, if any there be, why his/her membership should not be suspended or terminated.

#### ARTICLE III

#### MEMBERSHIP MEETINGS

## 3.1 Regular Membership Meetings

Regular meetings of the members of FRIENDS OF THE MUSEUM shall be held during the months of January, April, July, and October on the fourth Wednesday of each such month at twelve noon (other than a legal holiday) and at such place as the Board of Directors shall determine. The members may transact any business or other matters that may regularly come before each meeting. The Annual Meeting of the Corporation shall be the meeting held in January.

## 3.2 Notice of Membership Meetings

Not less than ten nor more than forty days prior to the date set for a regular meeting of the members, a notice of the date, time and place of such meeting shall be given to the members by publishing the same in one or more publications of newspapers having general circulation within the area. This notice may also be made over radio or television broadcasts.

#### 3.3 Quorum

The attendance of ten percent of the members entitled to vote at any membership meeting shall constitute a quorum for purposes of enabling the members to transact business at such meetings.

## 3.4 Proxies - Vote by Mail

A member shall be entitled to vote by proxy or by mail.

## 3.5 Manner of Acting

All business or other matters coming before a meeting of the members, at which a quorum is present, shall be transacted by a majority vote of the members voting, unless a greater number of votes is required by law.

#### ARTICLE IV

## BOARD OF DIRECTORS

## 4.1 Functions of the Board of Directors

All business and affairs, and all funds and property of the FRIENDS OF THE MUSEUM shall be conducted, governed and managed on behalf of the members by its Board of Directors, sometimes herein referred to as the "Board." The policies of the FRIENDS OF THE MUSEUM shall be established by the Board of Directors.

## 4.2 General Powers and Authority

The Board of Directors shall have full power and authority to perform the functions, business and affairs of FRIENDS OF THE MUSEUM, and other matters prescribed by these Bylaws, or necessarily implied therefrom.

## 4.3 Number and Qualifications of Directors

The Board of Directors shall consist of not less than five nor more than fifteen directors, four of whom shall

be executive officers designated as follows: Chairman, Vice-Chairman, Secretary and Treasurer. The remaining Directors shall be elected at large and assigned such areas of responsibility as the executive officers, with the approval of the Board, may prescribe. To be eligible to serve as a Director, a person must have knowledge of the goals and objectives of the FRIENDS OF THE MUSEUM at the time of his/her nomination for election or appointment to the Board.

#### 4.4 Term of Office

Directors shall serve for a term of one year or until their successors are elected and assume office.

### 4.5 Election of Directors

Directors shall be elected by the members at the Annual Meeting in January. If, for any reason, the Directors shall not be elected during January or at the Annual Meeting, or any adjournment thereof, the incumbent Board of Directors shall cause the election to be held at a following meeting. Those Directors who are to serve in the executive capacity of Chairman, Vice-Chairman, Secretary, and Treasurer, shall be elected in their capacity as a designated executive officer, as well as being elected as a Director. No Director may hold more than one executive office. Candidates shall be nominated by the Nominating Committee in July, voted in October, and installed in January. Other candidates may be nominated from the floor. The membership shall vote separately on each Director to be elected. Directors may be elected to succeed

themselves in office without limitation as to the number of terms they may serve.

#### 4.6 Directors Oath of Office

Before being qualified to serve as a Director, the person elected or appointed to such position shall state an oath of office. The oath shall contain an affirmation that such person will devote his/her best efforts towards achieving the objectives of the FRIENDS OF THE MUSEUM, and conduct his/her self in a manner consistent with achieving this objective. They shall incur no indebtedness or obligations on behalf of FRIENDS OF THE MUSEUM, except as authorized by resolution of the Board of Directors. The oath may contain such other affirmations as the Board shall determine appropriate.

#### 4.7 Duty of Outgoing Directors

The outgoing Directors shall forthwith turn over and deliver to their successor, or to the successor Chairman, all records and materials pertaining to the FRIENDS OF THE MUSEUM then in their possession, and shall attend the first regular meeting of the newly-elected Board of Directors to provide continuity in continuing the business and affairs of the FRIENDS OF THE MUSEUM.

## 4.8 First Meeting of the New Board-Regular Board Meetings

The first regular meeting of the newly-elected Board of Directors shall be held within ninety (90) days after the date of the January meeting. The Chairman shall cause notice of the date, time and place of this meeting to be given to all

newly-elected Directors, and to all outgoing Directors at least seven days prior to such meeting.

## 4.9 Special Board Meetings

Special meetings of the Board may be called by the Chairman or at the request of any two Directors. The person or persons authorized to call a special meeting of the Board shall fix the date, time and place within the Tigard community for holding the special meeting and shall cause notice thereof to be given at least seven days prior to the date fixed for such meeting. Such notice shall state the reason for calling the meeting and the business to be transacted at the meeting. No business shall be transacted at a special meeting other than that specified in the notice of such meeting.

## 4.10 Notice of Board Meeting

Notice of Board of Directors' meetings, when required to be given, shall be given to each Director by mailing a written notice to his/her address as recorded in the FRIENDS OF THE MUSEUM records or by verbally notifying such Directors by telephone or in person. The attendance of a Director at any Board meeting shall constitute a waiver of notice of such meeting.

## 4.11 Board Meetings Open to Members

Any member of FRIENDS OF THE MUSEUM may attend  $\ensuremath{\mathtt{Board}}$  meetings.

#### 4.12 Quorum

The attendance of a majority of the Directors at any

Board meeting shall constitute a quorum for the purpose of enabling the Board to transact the business and affairs of the FRIENDS OF THE MUSEUM. However, if less than such number of Directors is present at a meeting, the majority of the Directors present may adjourn the Board meeting to a later date with further notice.

#### 4.13 Manner of Acting

The vote of a majority of the directors present at a Board meeting at which a quorum is present shall constitute the act of the Board of Directors, unless a greater number of votes is required by there Bylaws or Bylaw. The Board of Directors may adopt such rules and procedures for conducting the membership and Board meetings and transacting the business and affairs of the corporation as the Board may deem proper, and provided the same shall have been adopted no less than seven days prior to any meeting at or transaction to which they are to apply.

#### 4.14 Vacancy on the Board

A vacancy occurring on the Board of Directors may be filled by the Board's appointing a Director to fill this vacancy. The affirmative vote of a majority of the remaining Directors, although such number is less than a quorum, shall be sufficient to fill such vacancy. A Director appointed to fill a vacancy shall be appointed for the unexpired term of his predecessor in office. Any directorship to be filled by

reason of an increase in the number of Directors shall be filled by the members electing such Directors at the Annual Meeting.

#### 4.15 Removal of a Director

Upon receiving a written petition requesting the removal of a Director which contains the signatures of not less than 10 percent of the voting members of the FRIENDS OF THE MUSEUM, the Chairman shall promptly cause the question of whether or not such Director shall be removed from office to be submitted to a vote of the members, at a special membership meeting called for this purpose. The Director shall be removed from office if a majority of the members voting at such election vote for his/her removal.

## 4.16 Annual Report to the Members

The Board of Directors shall cause a written report to be submitted to the Annual Meeting of the members. The report shall:

- (a) Set forth all monies received and disbursed since the previous Annual Meeting of the members, indicate all monies on hand and all indebtedness, if any;
- (b) Contain an itemized inventory of all property owned by FRIENDS OF THE MUSEUM: and
- (c) Contain such other information as the Board shall determine appropriate. This report shall be entered in the records of the Annual Meeting.

#### ARTICLE V

#### EXECUTIVE OFFICES

#### 5.1 Designation of Executive Offices

The executive offices of the corporation shall be the offices of Chairman, Vice-Chairman, Secretary and Treasurer.

## 5.2 Executive Officers--Election, Term and Vacancy

The Chairman, Vice-Chairman, Secretary and Treasurer shall be elected by the members in their capacity as a designated executive officer, as well as a Director. Such executive officers shall be elected for the same terms and in the same manner as is prescribed in these Bylaws for elected Directors, and a vacancy in any such office shall be filled in the same manner as is provided for filling a vacancy on the Board of Directors.

#### 5.3 Chairman

The Chairman shall be the principal executive officer of the corporation and shall be responsible for executing the policies established by the members and the Board of Directors. He/she shall, when present, preside at all membership and Board meetings. The Chairman shall supervise the programs, all administrative and support services, and the acquisition, management and disposal of all funds and property of FRIENDS OF THE MUSEUM. The Chairman may sign, with the Secretary or any other officer of the corporation authorized by the Board of Directors, any and all documents or instruments on behalf of FRIENDS OF THE MUSEUM. The Chairman shall perform all duties incident to the office

of Chairman and such other duties as may be prescribed by these Bylaws or delegated to him/her by resolution enacted by the Board from time to time.

#### 5.4 Vice-Chairman

The Vice-Chairman shall preside at all membership and Board meetings in the absence of the Chairman. The Vice-Chairman shall perform all duties incident to the office of Vice-Chairman and such other duties as may be delegated to the office by resolutions enacted by the Board of Directors from time to time.

## 5.5 <u>Secretary</u>

The Secretary shall keep full and complete minutes of all membership and Board meetings and of all resolutions enacted at such meetings; cause all required notices to be given in accordance with the provisions of these Bylaws, or as required by law; cause FRIENDS OF THE MUSEUM to maintain its corporate standing with the State of Oregon by preparing an annual report and statement and filing the same together with the filing fee prior to the delinquency date as required by Oregon law; keep and maintain records of the names and current addresses of all members of FRIENDS OF THE MUSEUM; have custody and control of all correspondence and preserve and safeguard all important documents, instruments and records other than financial records. The Secretary shall also perform all duties incident to the office of Secretary and such other duties as may be assigned to him/her from time to time by the Chairman and/ or the Board of Directors.

#### 5.6 Treasurer

The Treasurer shall receive, receipt for, when necessary, have custody and charge, preserve and safeguard all funds received by the FRIENDS OF THE MUSEUM from any source whatsoever; deposit all such funds in such banks or elsewhere as directed by the Board in a resolution enacted for this purpose; and make and preserve a faithful financial record of all receipts and disbursements of such funds. The Treasurer shall report to all regular meetings of the Board of Directors indicating the amount and nature of all receipts and disbursements; the amount of the funds then in the Treasurer's custody; all known outstanding indebtedness; all claims for payment received by the Treasurer; and shall make such other reports as requested by the Board of Directors. No person shall have authority to incur any indebtedness on behalf of FRIENDS OF THE MUSEUM except as authorized to do so by a general or special resolution enacted by the Board of Directors. All checks drawn on corporate funds shall be signed by the Treasurer and Chairman. The Treasurer shall also perform all duties incident to the office of Treasurer and such other duties as may be assigned to him/her from time to time by the Chairman or the Board of Directors.

#### 5.7 Other Officers

The Chairman may, with the approval of the Board of Directors, appoint such other officers and assign them such

duties as he shall deem necessary or appropriate to assist in administering the affairs of FRIENDS OF THE MUSEUM. The Chairman may also remove such officers with the approval of the Board of Directors. Such officers may be appointed from those directors who do not hold an executive office or from the membership. The Chairman may delegate to such officers those functions, powers and duties which are not inconsistent with these Bylaws or the applicable law.

#### ARTICLE VI

#### COMMITTEES AND COMMITTEE MEMBERS.

#### 6.1 Committees Generally

All committees shall be subordinate to the Board of Directors and may be either Standing or Special Committees.

Standing Committees shall continue until dissolved by the Board of Directors, but Special Committees shall automatically be dissolved thirty days after the date of the next succeeding Annual Meeting following their creation, unless earlier dissolved by the expiration of their prescribed term or by the Board.

After December 31, the newly-elected Chairman may, with the approval of the Board of Directors, similarly continue the existence of any Special Committee. The functions, powers and authority of all committees shall be prescribed by the Board of Directors except as otherwise provided in Article VI. The Committee Chairperson shall make regular reports to the Chairman concerning the activities of the Committee. Board members may attend any committee meetings.

#### 6.2 Committee Members--Term of Office

The appointment of committee members to Standing or Special Committees shall automatically expire on December 31 unless the prescribed term of their appointment shall earlier expire. Committee members may be reappointed annually for any number of successive terms.

#### 6.3 Standing Committees

The FRIENDS OF THE MUSEUM shall have a Nominating Committee and such other Standing Committees as shall be created pursuant to Section 6.5 of this Article.

#### 6.4 Nominating Committee

The Nominating Committee shall be a Standing Committee consisting of a chairperson and not less than two nor more than ten committee people who shall be appointed by the Board of Directors prior to the April meeting of each year. The functions of this committee shall be to select and nominate at least one person who is a qualified candidate and willing to serve if elected as a Director to be elected to the Board. The committee chairperson shall prepare a written list of such candidates and submit the same to the Chairman not less than ten days prior to the date fixed for the July meeting to be voted upon in October and installed at the annual meeting in January.

## 6.5 Authority to Create Other Committees

The Chairman, with approval of the Board, may create and dissolve other Standing and Special Committees, prescribe their functions, determine the number and term of the committee

members and appoint or remove committee members as shall be deemed necessary or appropriate to assist in administering the affairs of FRIENDS OF THE MUSEUM. The Chairman may delegate to such committees and committee members those functions, powers and duties which are not inconsistent with these Bylaws or the applicable law.

#### ARTICLE VII

#### COMPENSATION PROHIBITED

No director, officer or members shall directly or indirectly receive any salary or compensation from FRIENDS OF THE MUSEUM for services rendered in such capacity.

#### ARTICLE VIII

#### AMENDMENT OF BYLAWS

These Bylaws may be amended, repealed or altered in whole or in part by a majority vote of the members present at a regular or special meeting of the membership at which a quorum is present, provided that the membership is given not less than ten days prior notice that the purpose of the meeting will include the amendment, repeal or alteration of these Bylaws. A written draft of the proposed amendment, repeal or alteration of these Bylaws shall be submitted to the regular members prior to a vote to amend, repeal or alter these Bylaws.

Adopted:

Secretary

# Tigard Historical Association 2005 - 2008 Budget

	Τ	ACTUAL	ACTUAL		PROJECTED		PROJECTED	
	1		i	<b>DGET 2006</b>	i	<b>DGET 2007</b>	1	<b>DGET 2008</b>
INCOME						······································		
Cash Contributions	1							
* Donations	\$	73.00	\$	290.00	\$	500.00	\$	700.00
* Memberships	\$	505.00	\$	1,080.00	\$	1,500.00	\$	2,000.00
Cash from Reserves	\$	_	\$	_	\$	9,500.00	\$	13,000.00
Earned Income	\$	199.00	\$	471.00	\$	500.00	\$	800.00
Government: City of Tigard	\$	-	\$	-	\$	5,000.00	\$	5,000.00
Grants	\$	_	\$	-	\$	15,000.00	\$	20,000.00
Investments	\$	10,530.00	\$	16,863.00	\$	18,000.00	\$	19,000.00
Miscellaneous	\$	17.00	\$	211.00	\$	_	\$	
Sponsorships	\$	-	\$	-	\$	1,000.00	\$	2,500.00
TOTAL INCOME	\$	10,530.00	\$	16,863.00	\$	51,000.00	\$	63,000.00
EXPENSE							<u> </u>	
Administration							<u> </u>	
Employee: Salary & Benefits	\$		\$	-	\$	20,000.00	\$	20,000.00
Insurance	\$	2,721.00	\$	2,735.00	\$	2,750.00	\$	2,750.00
Memberships/Subscriptions	\$	-	\$	25.00	\$	50.00	\$	100.00
Office Supplies:	\$	-	\$	124.00	\$	500.00	\$	2,000.00
Postage	\$	127.00	\$	65.00	\$	500.00	\$	1,000.00
Printing/Photocopies (incl. newsletter)	\$	-	\$	174.00	\$	1,000.00	\$	1,500.00
Professional Services	\$	500.00	\$	500.00	\$	8,500.00	\$	11,500.00
					<u> </u>			
Operations								
Capital Improvements / Projects	\$		\$		\$	10,000.00	\$	10,000.00
Collections	\$	<u> </u>	\$	400.00	\$	600.00	\$	800.00
Exhibitions	\$		\$	_	\$	1,500.00	\$	3,000.00
Miscellaneous	\$	_	\$	220.00	\$	1,000.00	\$	1,500.00
Programs	\$	-	\$	280.00	\$	1,000.00	\$	2,000.00
Repairs & Maintenance of J. Tigard House	\$	452.00	\$	1,022.00	\$	2,000.00	\$	3,000.00
Security System	\$	402.00	\$	423.00	\$	400.00	\$	450.00
Signage	\$		\$	-	\$	-	\$	2,000.00
Utilities	\$	1,102.00	\$	941.00	\$	1,200.00	\$	1,400.00
TOTAL EXPENSES	\$	5,304.00	\$	6,909.00	\$	51,000.00	\$	63,000.00
	†	•		*	<u> </u>	,	Ť	
NET PROFIT	\$	5,226.00	\$	9,954.00	\$	-	\$	-

## CITY OF TIGARD, OREGON 13125 SW HALL BLVD. TIGARD, OREGON 97223 503-639-4171

## FY 2007-08 COMMUNITY EVENTS FUNDING REQUEST

		<u>1                                    </u>	ue: l	rebrua	ary 5, 2	2007							
Event	Name:	TIGAR	<u> </u>	SYM	PHON	14	ORCH	IEST	RA			-	
Addre	ss: (OFFICE)	1372	> 5	W 5c	HOUS	FE	RRY	RD #	#10	1			
City, S	tate, Zip:	BEAVE	ERTE	DN, C	OR 9-	700	7	<del></del>				_	
Contac	ct Name:	ALLA	7	R. H/	1LBEA	RT						_	
Teleph	ione Number:	541	38,	664	100							_	
E-mail	address:	ahalbe	urt @	Dsm	art-te	echn	ology	·, net	•			_	
1.	Request (expre	ess in whole	dolla	r amou	nts only	у)	,						
	Cash								\$	500	0,00	<b>,</b>	•
	In-Kind Service etc. Please expla	•	• •		•				4	,			
	Total Request								1	500	0.00	>	
2.	Purpose of Fu	nding Req	uest:										
	THE PURPO	SE IS TO	F	JUND	Α (	com	mun	lit4-	BAS	SED			
	SYMPHONY												
3.	How will this												
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4.	How many Ti		3) <sup>.</sup> <u>nts</u> d	TO PR	DVIDE anticip	ART ate p	ist ic articip	oppo pating	ortu in th	nity	TO TH nt (or	E LDM	MUUNIT
	these events)?  I ANTICIF		\ ); <u>_</u> *!	ir EC	۸C	77 /\	PEDI	دا دازد	5Y 77	HE T	HIRD	YEA	R.
	I ANCICIT												7

City of Tigard, Oregon 13125 SW Hall Blvd. Tigard, Oregon 97223

February 5, 2007

Dear City of Tigard,

I have a vision of founding a symphony orchestra in Tigard. It would be called The Tigard Symphony Orchestra. I am requesting a grant of \$5000 toward this effort. It would be a cornerstone in launching a donor/volunteer based community arts organization.

It has been my hope to found an community symphony orchestra for several years. I noticed that Tigard does not have one. Further research on Tigard revealed demographic characteristics and forward-looking support for the arts that would be favorable.

The orchestra will be open to participation by all qualified residents, and will be an asset to the City and residents of all ages. Further, it is my hope to complement the musical efforts of Tigard schools.

My musical experience includes a master's degree in orchestral conducting as of May 6, 2007, and many years of musical activity. Previous conducting experience includes the Willamette Symphony Orchestra and the University of Portland Community Orchestra, which also premiered one of my compositions in 2006.

My management experience includes twenty-five years of business ownership with the computer industry.

A 5019c(3) filing is in progress.

If awarded the requested grant, the physical organization of the orchestra would begin in May, 2007, in anticipation of the first season of performance beginning in September, 2007.

I would consider an award gracious, motivating, and extremely helpful for this undertaking. Regardless of outcome, I appreciate the fact that this opportunity was available, and plan to continue along the stated course.

Sincerely,

Allan Halbert

Director

Tigard Symphony Orchestra

alle Hollist

541-386-6400



#### TIGARD PLAYSCHOOL, INC.

9845 SW WALNUT PLACE • TIGARD, OR • 97223 503-639-8110 • WWW.TIGARDPLAYSCHOOL.COM



February 5, 2007

RE: COMMUNITY EVENTS GRANT

Dear Sir or Madame:

Enclosed you will find our community events grant application. The Tigard Playschool is a cooperative preschool that has a membership of over eighty families and their two, three, four and five year old children. We have been serving the community of Tigard since 1958 and have a strong reputation for a warm, loving environment with close teacher-student relationships. Our curriculum is known for its creative art, sensory science, enthusiastic music and movement program and popular dramatic play area with themes that change monthly. We are also a preschool that is recommended to families by Early Intervention Services for those with special needs. Our teachers are trained and have many years experience working with special needs children. The Tigard Playschool strives to exceed in creating a caring community of learners by moving toward developmentally appropriate practice set forth by the State Board of Parent Child Preschools of Oregon (PCPO).

We will be commemorating our 50<sup>th</sup> anniversary with a celebration so that we can share this historic event with our community. We would like to know where the Tigard kids are 50 years later and how our wonderful teachers created a great foundation for their future education. The Tigard Playschool would like to contribute stories or pictures to the Tigard Historical Society to document this momentous occasion. With your help, we hope to be closer to our goal of providing this community event that we hope will spotlight education and the important role it plays in our community.

Sincerely,

Kristina Coffin

Grant Writer, Tigard Playschool

Gustina Coffin

## CITY OF TIGARD, OREGON 13125 SW HALL BLVD. TIGARD, OREGON 97223 503-639-4171

## FY 2007-08 **COMMUNITY EVENTS FUNDING REQUEST**

Due: February 5, 2007

Address: 9845 SW Walnut Place  City, State, Zip: Tigard, OR, 97223  Contact Name: Susie Long - Clark  Telephone Number: 503.639, 8110  E-mail address: Clarkpckls@comcast.net  Www.+igardplayschool.com  1. Request (express in whole dollar amounts only)  Cash \$7,500.00  In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)  Total Request \$7,500.00	Event Nan	ne:	Tigard	Playschool, Inc. 50 <sup>th</sup>	Anniversary
Contact Name: Susi'e Long - Clark  Telephone Number: 503.639.8110  E-mail address: Clarkpck/s0 comcast. net	Address:		9845	sw Walnut Place	
Telephone Number: 503.639.8110  E-mail address: ClarkpcKls@comcast.net  Www.+igardplayschool.com  1. Request (express in whole dollar amounts only)  Cash  In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	City, State,	Zip:	Tigard,	OR, 97223	
E-mail address: Clarkpck/s@comcast.net  WWW. tigardplayschool.com  1. Request (express in whole dollar amounts only)  Cash  In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	Contact Na	ame:	<u>Susi'e</u>	Long - Clark	
1. Request (express in whole dollar amounts only)  Cash  In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)  The East and the services requested on the s	Telephone	Number:	503.639	9. 8110	
1. Request (express in whole dollar amounts only)  Cash  In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)  7. 5.1.5.1.5.1.5.1.5.1.5.1.5.1.5.1.5.1.5.	E-mail add	ress:			····
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	1. <b>Re</b>	quest (expre			
etc. Please explain the services requested on a separate sheet)	Cas	sh			\$ 7,500.00
Total Request \$7,500.00			•		\$ .
	To	tal Request	t		\$7,500.00

**Purpose of Funding Request:** 

The Tigard Playschool has served the children and families of Tigard since 1958. We would like to commemorate our of Tigard Since 1458. We would like to commemorate but 50th anniversary with a celebration so we can share this historic event with our community. We would like to know where the Tigard kids are so years later and how our wonderful teachers created a great foundation for their future education.

How will this event benefit the Tigard Community?

We will be inviting the Alumni from over the last so years and new young families in the community. We hope to share stories

3. and spoflight education and the important role it plays in our community.

4. How many Tigard residents do you anticipate participating in this event (or these events)?

We have served over 2000 families in Tigard during the last 50 years. It is our hope that they will celebrate with us. come and

- 5. Please submit the following information with this request:
  - a. Detailed budget, including FY 2005-06 actual expenditures, FY 2006-07 Adopted Budget, and FY 2007-08 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. \*
  - b. Audit report or financial statements for the last fiscal year.\*
  - c. Articles of Incorporation.
  - d. 501(c)(3) status.
  - e. Organization Bylaws

An electronic version of this application is available by contacting Liz Lutz at <u>lizbeth@tigard-or.gov</u> or it can be obtained from the City's website at <u>www.tigard-or.gov</u>.

<sup>\*</sup> Lack of adequate financial information could result in denial of request.

## Tigard Playschool, Inc. Approved Budget Year ending July 31, 2007

#### Statement of Earnings

_ <del></del>		 
Tuition and Registration Fundraising Other		\$ 81,071.00 15,075.00 60.00
	Income	96,206.00
Payroll Payroll Taxes Rent Insurance Scholarship Awards Other Program Expenses	Expenses	65,976.00 6,110.00 5,913.00 3,850.00 0.00 14,357.00 96,206.00
	Income from Current Operations	0.00
	Other Income Net Income	\$ 0.00

## Tigard Playschool, Inc. Proposed Budget Year ending July 31, 2008

#### Statement of Earnings

		 ·
Tuition and Registration Fundraising Other	Income	\$ 83,340.00 16,400.00 1,750.00 101,490.00
Payroll Payroll Taxes Rent Insurance Scholarship Awards Other Program Expenses	Expenses	72,827.00 6,554.00 7,722.00 4,000.00 0.00 10,387.00 101,490.00
	Income from Current Operations	0.00
	Other Income Net Income	\$ 0.00

## Tigard Playschool, Inc. Financial Statements\* Year ending July 31, 2006 (Unaudited)

## **Statement of Earnings**

Tuition and Registration	\$	75,410.00
Fundraising		17,382.00
Other		1,081.00
Income		93,873.00
		00,070.00
Operating Expenses		
Payroll		63,264.00
Payroll Taxes		5,609.00
Rent		6,435.00
Insurance		3,227.00
Scholarship Awards		992.00
Other Program Expenses		11,919.00
Total Operating Expenses		91,446.00
rotal Operating Expenses		91,440.00
Income from Current Operations		2,427.00
Other Income		3,124.00
Net Income	\$	5,551.00
Net income	Ψ	3,331.00
Balance Sheet		
		•
Assats		•
Assets		•
Current Assets	e	26.095.00
Current Assets Cash	\$	26,985.00
Current Assets Cash Other	\$	(220.00)
Current Assets Cash	\$	
Current Assets Cash Other Total Current Assets	\$	(220.00) 26,765.00
Current Assets Cash Other Total Current Assets  Restricted Cash	\$	(220.00) 26,765.00 6,795.00
Current Assets Cash Other Total Current Assets	\$	(220.00) 26,765.00
Current Assets Cash Other Total Current Assets Restricted Cash Total Assets	\$	(220.00) 26,765.00 6,795.00
Current Assets Cash Other Total Current Assets  Restricted Cash Total Assets  Liabilities & Equity	\$	(220.00) 26,765.00 6,795.00
Current Assets Cash Other Total Current Assets  Restricted Cash Total Assets  Liabilities & Equity Current Liabilities	\$	(220.00) 26,765.00 6,795.00 33,560.00
Current Assets Cash Other Total Current Assets  Restricted Cash Total Assets  Liabilities & Equity Current Liabilities Future Year's Income	\$	(220.00) 26,765.00 6,795.00 33,560.00
Current Assets Cash Other  Total Current Assets  Restricted Cash Total Assets  Liabilities & Equity Current Liabilities Future Year's Income Other	\$	(220.00) 26,765.00 6,795.00 33,560.00 10,499.00 99.00
Current Assets Cash Other Total Current Assets  Restricted Cash Total Assets  Liabilities & Equity Current Liabilities Future Year's Income	\$	(220.00) 26,765.00 6,795.00 33,560.00
Current Assets Cash Other  Total Current Assets  Restricted Cash Total Assets  Liabilities & Equity Current Liabilities Future Year's Income Other  Total Current Liabilities	\$	(220.00) 26,765.00 6,795.00 33,560.00 10,499.00 99.00 10,598.00
Current Assets Cash Other  Total Current Assets  Restricted Cash Total Assets  Liabilities & Equity Current Liabilities Future Year's Income Other  Total Current Liabilities Reserve for Restricted Cash	\$	(220.00) 26,765.00 6,795.00 33,560.00 10,499.00 99.00 10,598.00 6,795.00
Current Assets Cash Other  Total Current Assets  Restricted Cash Total Assets  Liabilities & Equity Current Liabilities Future Year's Income Other  Total Current Liabilities	\$	(220.00) 26,765.00 6,795.00 33,560.00 10,499.00 99.00 10,598.00
Current Assets Cash Other  Total Current Assets  Restricted Cash Total Assets  Liabilities & Equity Current Liabilities Future Year's Income Other  Total Current Liabilities  Reserve for Restricted Cash Total Liabilities	\$	(220.00) 26,765.00 6,795.00 33,560.00 10,499.00 99.00 10,598.00 6,795.00 17,393.00
Current Assets Cash Other  Total Current Assets  Restricted Cash Total Assets  Liabilities & Equity Current Liabilities Future Year's Income Other  Total Current Liabilities Reserve for Restricted Cash	\$	(220.00) 26,765.00 6,795.00 33,560.00 10,499.00 99.00 10,598.00 6,795.00
Current Assets Cash Other  Total Current Assets  Restricted Cash Total Assets  Liabilities & Equity Current Liabilities Future Year's Income Other  Total Current Liabilities  Reserve for Restricted Cash Total Liabilities	\$	(220.00) 26,765.00 6,795.00 33,560.00 10,499.00 99.00 10,598.00 6,795.00 17,393.00

<sup>\*</sup> Tigard Playschool, Inc. is a small not-for-profit organization without the resources necessary to have audited financial statements and the accompanying annual report prepared.

## TIGARD PLAY SCHOOL

()

MAY 12 1956
FRANK J. H.

We, Nelson A. Hodges, Jr., John E. Van Nortwick, Jr., and Chester O. Tate, Jr., whose names are hereto subscribed, desiring to form's non-profit corporation, under and by virtue of Chapter 61, Oregon Revised Statutes, do hereby associate ourselves together, make, execute and acknowledge the following articles of incorporation, to-wit:

#### ARTICLE I

The name of the corporation by which it is to be known is TIGARD PLAY SCHOOL, and its duration shall be perpetual.

#### ARTICLE II

This corporation shall not engage in any form of trade or commerce or carry on any activity which will result in a remunerative profit to the corporation or to its members. Subject to the foregoing limitations, the object, business and pursuit of this corporation shall be as follows: to sponsor and conduct a play school for children of pre-school age, with the purpose of providing educational, physical and social means of development to such children, and to stimulate the interest and participation of mothers in child guidance and nursery methods.

#### ARTICLE III

The estimated value of the property and money possessed by this corporation at the time of the making of these articles is none, and the sources of revenue of the corporation are registration and tuition fees, dues and contributions.

#### ARTICLE IV

The names and official titles, if any, and postoffice addresses of the persons executing these articles are as follows:

Nelson A. Hodges, Jr., 11300 S. W. Fonner Street, Tigard, Oregon, no title;
John E. Van Nortwick, Jr., 11340 S. W. Fonner Street,
Tigard, Oregon, no title;
Chester O. Tate, Jr., 12715 S. W. 121st Street, Tigard,
Oregon, no title.

YALUF HUNG

2 13 4 Buch

The governing sody, which is to exercise the powers of the composabilet, chall complete of a board of five (5) directors who shall select from their numbership a president, vice-president, pecretary, treasurer and director.

()

The successors to the incorporators or the Board of Direccors and cifficent of such governing body shall be elected annually on the third Thursday in May of each year in Washington County, Oregon.

#### ARTICLE V

The location and principal office of this corporation shall be at the Tigard Community Nothodist Church, Tigard, Washington County, Oragon.

IN WITNESS WHENCEF, we have hereunto set our hands this day of April, 1938, at Tigard, Oregon.

STATE OF OREGON County of Washington

On this day of April, 1958, before me, the undersigned, a Notary Public in and for said county and state, personally appeared the within named NELSON A. HODGES, Jr., JOHN E. VAN NORTWICK, Jr. and CHESTER O. TATE, Jr., who are known to me to be the identical individuals described in and who executed the within instrument, and acknowledged to me that they executed the same freely and voluntarily.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

My Commission expires:

## Power of Among

previsions of DEW MANN Schools and filed in the of	tties of the Corporation Commissioner by a demostic nonprovit corporation. Required by
Know all men by these present	TS:
That PLAY S	SCHOOL (Name of Corporation)
is a corporation duly organized under the	laws of Oregon.
That saidTTEARD PLAY SC	FOOL  Name of Corporation)  has made, constituiz
and appointed, and does hereby make, con	stitute and appoint Nel son A. For rea
of the United States, and a citizen and res	ident of the state of Oregon, residing at
Oregon, and whose place of dusiness and p	ostoffice address is No. 11,300 S. W. Fonner
and and antioning-in-Fact and a	uthorized Agent for it and in its name, place and stead to make
unu accept service of all writs, processes an	id summonses in any action, suit or proceedings in any of the
courts of the state of Orazon, or the United	l States courts therein, and upon whom all such launful aming
processes and summonses may be served re	equisite and necessary to give competent and complete juris-
diction of the said corporation to any of th	
This Power of Attorney is irrevocable	except by the substitution of another qualified person for the
one hereby appointed.	o page 100 mg
IN WITNESS WHEREOF, said corpore	ation, in pursuance of a resolution duly adopted by its Board
	of
•	to be executed in its name by its
	(Name of Officer of Trustee)
/22 -	X(if AAGO X SEE P) to be herein of fived the 19th
(No Corporate Seal)	day of June,
[Corporate Seal]	TIGARD PLAY SCHOOL
	By wan to late
	Transant, Secretary, or other Authorized Officer)

NOTE: If the corporation has no seal, please indicate this fact,

(OVER)

Production of the second	•	
Comos WinshingTo	)	,
and the state of t	The second secon	·
VAID CIRTIFIES, that on this	19th day of JONE	, 1950, before
STORY OF HERMAN AND THE		C security of lots
be the PRESIDENT OF STREET	(Name of Individual)	who acknowledged himself to
(Villa of Office)	W 01	, maj a 7 maj 6 maj 7 da 6 maj 6 g 6 a 6 a 6 a 6 a 6 a 6 a 6 a 6 a 6 a
	200 Depoch	G COTTOTO
and that he as such officer, being author therein contained has been a	ized so to do, executed the foregoin	a initial and a second a second and a second a second and
therein contained, by signing the name	of the someway	y macrument for the purposes
III WITNESS WURDEON	of the corporation by himself as suc	h officer.
Thereof, I have	hereunto set my hand and officia	il seal, the day and year last
above written.		) <b>1</b>
		Hotary Publican Co.
[ Notarial Seal ]	Mei annu e	The Control
	My commission expires	Jan 21, 106/
	: .	•
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We		Jun 2 3
Power of A		TRACE OF THE PARTY
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Meil to Corporation ner, Salam, Gregon. There is no fee. Any corporation failing to file this document is unabject nvoluntary dissolution. Designation of Initial Registered Office and Registered Accent

ration organized and existing under the laws of the State of . hereby certifies that, pursuant to a duly adopted resolution of its board of directors, the address of the that the registered agent of the corporation shall be \_\_Payerland ; and that the address of its registered office and the address of the business office of its registered agent are identical. IN WITNESS WHEREOF, the undersigned corporation has caused this certificate to be executed in its name by its President or Secretary, this Add day of Addles icase, 19.60 a Notary Public, do hereby certify that on the A. D. 19 (2) personally appeared before me Delica of T of the corporation executing the foregoing document, and being first duly sworn acknowledged that he signed the foregoing document in the capacity therein set forth and declared that the statements therein contained are true. IN WITNESS WHEREOF, I have hereunto set my hand and soul-the day and year before written. Notary Public for . My commission expires: .. DEC 2 1 1960

FRANK J.

ARTICLES

PLAN OF MERGER

- DEC181974
  FRANK J. HEALT
- 1. This merger shall be between two Oregon nonprofit contains namely Tigard Kindergarten and Tigard Playschool. Tigard Playschool shall be the surviving corporation.
- 2. The terms and conditions of the proposed merger shall be as follows:
  - A. All members in good standing of Tigard Kindergarten shall automatically become members in good standing of Tigard Playschool, with all the rights that exist in favor of Tigard Playschool members.
  - B. Tigard Playschool shall institute a new class to begin November 4, 1974, to be held Monday, Wednesday and Friday P.M. in which each member of Tigard Kindergarten, if they so wish will be guaranteed the right to enroll their child.
  - C. Transfer between A.M. and P.M. classes shall be allowed consistent with maintaining proper enrollment in each. In the event of a withdrawal, the members of the unaffected class snall have the opportunity to fill that opening before persons on the waiting list will be contacted.
  - D. Tigard Playschool shall guarantee the continuation of the P.M. class for the school year 1974-75 unless enrollment falls below 10, provided adequate steps have been taken to fill the class.
  - Except as provided in the plan of merger, members of Tigard Kindergarten agree to abide by all the terms and articles of Tigard Playschool bylaws.

and they shall serve until the conclusion of the current school year, following which the membership of the board shall revert to nine.

4. These articles of merger shall become binding on both corporations at the time they are filed with the office of the Oregon-Corporation Commissioner.

10035 3360.

R B B B B B

Internal Revenue Service

Department of the Treasury

District Director P.O. Box 2350, Los Angeles, CA 90053

Tigard Cooperative Playschool

9845 SW Walnut Place Tigard, OR 97223-5038 Person to Contact: Gilda Lewis

Telephone Number: (213) 894-2336

Refer Reply to: Org. Name

Date: January 10, 1997

EIN: 93-6012937

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal Income Tax in September 1959 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a privated Foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(ii).

The exempt status for the determination letter issued in September 1959 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

Gilda Lewis

Disclosure Assistat

original - This copy should Not leave treasury files

# TIGARD PLAYSCHOOL, INC. – CURRENT BYLAWS

## ARTICLE I. NAME

The name of this corporation is Tigard Playschool Inc.

## ARTICLE II. OFFICES

The corporation shall maintain in the state of Oregon a registered office and a registered agent located at the registered office. The Board of Directors may at any time change the location of the registered office and the person designated as the registered agent. The corporation may also have other offices at such places as the Board of Directors may fix by resolution.

#### ARTICLE III. PURPOSE

This corporation shall be organized and operated exclusively for charitable, scientific, literary, and educational purposes. Subject to the limitations stated in the Articles of Incorporation, the purposes of this corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes and Section 501(c)(3) of the Internal Revenue Code of 1954 or their corresponding future statutes.

The purpose of this organization is to establish and operate a preschool to provide supervised learning and play for preschool children and a program of adult education for its members.

## ARTICLE IV. MEMBERSHIP

## Section 1. Classes and Voting

There shall be one class of members of this corporation. Each family membership shall be entitled to one vote per child enrolled on all matters for which a membership vote is required by the law, the Articles of Incorporation or the bylaws of this corporation. If a family cannot agree on its vote, the vote will not be counted.

In the event that any vote held by the general membership results in a tie, the current Executive Board will meet following the meeting of the membership and hold another vote by secret ballot. The President will not vote unless there is another tie. If the vote is in regards to an election and the President is one of the nominees involved, the Vice-President will not vote, except to break a tie. In the event that the majority of the Executive Board is not present at the general meeting, a vote will be held within one week of the meeting to determine the outcome.

#### Section 2. Qualifications

Membership in this corporation is open to the parent(s) or duly appointed guardians of children enrolled in this preschool, who accept the duties and responsibilities of membership. Membership shall be available without regard to race, color, creed, or national or ethnic origin.

10/23/2006

## Section 3. Expulsion, Termination or Suspension

A member may be expelled, with or without cause by majority vote of the Executive Board. The Executive Board must then give the member at least 15 days' written notice of the expulsion and the reasons for the act. The member shall be given an opportunity to be heard by the Executive Board or its designated agent, orally or in writing, at least 5 days before the effective date of expulsion. The written notice of the expulsion shall be given by first class or certified mail, sent to the last address of the member shown in the corporation's records. The decision of the Executive Board or its designated agent shall be final, and shall not be subject to any review or appeal by any court or other persons.

## **Section 4. The Annual Meeting**

The Annual Meeting shall be held on the second Tuesday of March at 6:30 pm.

## **Section 5. General Meetings**

General meetings of the members of this corporation will be scheduled by the Board of Directors. There will be at least 2 meetings annually in addition to the Annual Meeting in March. These meetings will consist of general business and parent education opportunities.

## **Section 6. Special Meetings**

Special meetings of the members of this corporation may be called by the President, by the Board of Directors, or by petition of no less than 40% of the members by a demand signed, dated, and delivered to the corporation's secretary. Such demand shall describe the purpose of the meeting.

#### Section 7. Notice

Notice of the meetings of the general membership shall be given to each member at least 7 days before the meeting via the member handbook, telephone, school newsletter, first class mail or other notice distributed through the school communication procedure. The notice shall include the date, time, place and purpose of the meeting.

## **Section 8. Quorum and Voting**

Those members present at an annual, regular or special meeting constitute a quorum. Action is taken by an affirmative vote of a majority of members with one vote per child enrolled unless the bylaws or the law provide differently.

## **Section 9. Proxy Voting**

There shall be no voting by proxy.

## Section 10. Items Requiring Vote of the Membership

Members will vote on budget, election or removal of officers, termination of a teacher or Director, a decision to merge, sell or dissolve the corporation, and whether to adopt, amend or repeal Articles or Bylaws.

## ARTICLE V. EXECUTIVE BOARD

The elected officers shall form the Executive Board. The Executive Board shall have the power to make all decisions regarding issues of a confidential nature, including all items relating to membership finances and transfers to and from prudent reserves. The Executive

Board may also make decisions between board meetings where time is of the essence. Exceptions to policy can be made on a case-by-case basis.

## **Section 1. Titles**

The elected officers of the corporation shall be the President, Vice President, Secretary, Treasurer, Registrar and Teacher Liaison. These officers and the Director constitute the Executive Board.

## Section 2. Election

Officers will be elected by the membership at the Annual Meeting held on the second Tuesday in March. Beginning June 1, each officer will hold office for one year, or until his/her successor has been elected. A person may serve a maximum of 2 consecutive years in any one office. In the event that an officer is elected into the position mid-year, he/she will be allowed to run for and serve in that position for two additional years thereafter, with the approval of the Board. A nominating committee, appointed by the Board of Directors, will present a slate of officers to the membership 14 days prior to the March Annual Meeting. Nominations will also be taken from the floor.

#### Section 3. Duties of Officers and Director

- a. DIRECTOR. The Director reviews and approves curriculum, oversees teachers and physical environment of the school, works closely with President regarding financial affairs of the corporation and with the Board of Directors on all Board business and serves as a resource to the general membership.
- b. PRESIDENT. The President shall be the executive officer of the corporation, shall preside at all meetings of the Board and membership, shall oversee the financial affairs of the corporation, shall have responsibility for the general management of the corporation under the direction of the Board of Directors, and shall see that all orders and resolutions of the Board of Directors are carried into effect. The President shall have any of the powers and duties as may be prescribed by the Board of Directors.
- c. VICE PRESIDENT. The Vice President, along with the Director, shall appoint all committees (or job assignments) and committee chairpersons. The Vice President shall see that a program is prepared for the March Annual Meeting, and shall assume the responsibilities of the President in the President's absence. (If Co-Presidents are elected, the duties of the President and Vice President may be shared, as they deem necessary.)
- d. SECRETARY. The Secretary shall have overall responsibility for all record keeping. The Secretary shall perform, or cause to be performed, the following duties: a. official recording of the minutes of all proceedings of the Board of Directors and members meetings and actions; b. provision for notice of all meetings of the Board of Directors and members; c. prepare handbooks for distribution; d. any other duties as may be prescribed by the Board of Directors.
- e. TREASURER. The Treasurer shall have overall responsibility for all corporate funds and shall perform or cause to be performed the following duties: a. keeping of full and accurate accounts of all financial records of the corporation; b. the deposit of all monies and other valuable effects in the name and to the credit of the corporation in such depositories as may be designated by the Board of Directors; c. the disbursement of all funds when proper to do

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so; d. making financial reports as to the financial condition of the corporation to the Board of Directors; and e. any other duties as may be prescribed by the Board of Directors.

- f. REGISTRAR. The Registrar shall be responsible for maximizing enrollment and receiving all inquiries, applications, and registrations for membership; plan observation days for applicants; collect complete membership information and disperse as appropriate; and prepare membership rosters for distribution.
- g. TEACHER LIAISON. The Teacher Liaison shall provide ongoing support to teachers and represent them at Board meetings, and assist with contract negotiations.

## Section 4. Removal

Any and all elected officers may be removed, with or without cause, at a meeting called for that purpose, by a vote of a majority of the members entitled to vote at an election of officers.

The Executive Board can suspend an officer and appoint a new person to serve until the next General Meeting if necessary.

## Section 5. Vacancies

Vacancies will be filled temporarily by a majority vote of the Executive Board until the next General Membership Meeting. The vacancy will then be filled for the remainder of the term by a majority vote at the General Membership Meeting.

## ARTICLE VI. BOARD OF DIRECTORS

## **Section 1. Duties**

The Board of Directors shall manage the affairs of the corporation. They must approve changes and/or additions to policies; approve preliminary budgets, and any expenditures over budget that are either 10% over budget or greater than \$50 over budget.

## Section 2. Members

The Board of Directors shall have 13 - 18 members, the 6 elected officers and the following 7 - 10 positions: Director, teachers, class representatives, fundraising chairperson, maintenance chairperson and supplemental chairperson.

## Section 3. Term

The term of office for Board members shall be one year. The Board shall take office on June 1.

#### Section 4. Removal

Board members appointed by the "Jobs Committee" (Vice President and Director) may be removed from the Board with or without cause by the Jobs Committee, who shall notify the Board member and the President.

## Section 5. Vacancies.

Vacancies on the Board of Directors (other than elected officials and teachers) will be filled by Jobs Committee appointment.

## Section 6. Quorum and Voting

Prior to voting at a Board meeting, 2/3 of the total Board members specified in the bylaws must be in office. A quorum at a Board meeting shall be a majority of the Board members in office at the time of the meeting.

If a quorum is present, action is taken by the affirmative vote of a majority of members present. Where the law requires the affirmative vote of a majority of the directors in office to amend the Articles of Incorporation, to sell assets not in the regular course of business, to merge, or to dissolve, such action is to be taken by that majority as required by law.

## Section 7. Regular Meetings

Regular meetings of the Board of Directors shall be held at the time and place to be determined by the Board of Directors. Notice of the date, time and place of the meeting shall be made.

## **Section 8. Special Meetings**

Special meetings of the Board shall be held at the time and place to be determined by the Board.

Notice of special meetings of the Board describing the date, time, place, and purpose of the meeting, shall be delivered to each Board member personally, by telephone, by email, or by mail and posted to inform the general membership not less than two days prior to the special meeting.

A special meeting of the Board may be called by the president or by 20% of the Directors then in office.

## Section 9. Meetings by Telecommunication

Any regular or special meeting of the Board of Directors may be held by telephone or telecommunications, as long as all Board members can hear each other.

## Section 10. Salary

Board members shall not receive any salaries for their Board services, but may be reimbursed for expenses related to Board services.

## Section 11. Action by Consent

Any action required by law to be taken at a meeting of the Board, or any action which may be taken at a Board meeting, may be taken without a meeting if a consent in writing, setting forth the action to be taken or so taken, shall be signed by all the Board members.

## **Section 12. Conflict of Interest**

A transaction in which a Board member has a conflict of interest may be approved in advance by a vote of the governing Board or a committee of the governing Board if the material facts of the transaction and the Board member's interest are disclosed or known to the governing Board or a committee of the governing Board. Only those Board members not having a conflict of interest may vote on the transaction.

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## ARTICLE VII. COMMITTEES

The Board of Directors or the Executive Board may establish committees as it deems necessary and desirable. Such committees may be advisory committees, hiring or termination committees, or support the ongoing operation of the school.

## **Section 1. Hiring Committee**

The Hiring Committee shall be composed of at least five members as selected by the Executive Board. At least three members of the Executive Board shall serve, the continuing teacher(s), if any, shall serve, at least one representative not on the Executive Board from each class for which the teacher shall be hired, shall serve. The following may participate if asked by the Executive Board: the outgoing teacher(s), additional representatives of the class(es) for which the teacher(s) will be hired, other Executive Board members. Fewer than five members does not constitute a hiring committee, and substitutes shall not be allowed. Representatives from PCPO familiar with teacher qualifications and interviewing techniques may be asked to participate as a non-voting advisor. The hiring committee shall present all recommendations to the Executive Board for approval.

## **Section 2. Termination Committee**

To terminate a teacher's contract, a Termination Committee must be formed. The Termination Committee shall be composed of all members of the Executive Board, and the class representative from each class taught by the teacher. Representatives from PCPO may be asked to participate as non-voting advisors. The Termination Committee will investigate and make a recommendation by majority vote. If the Committee decides to terminate the teacher's contract, this decision will be announced at a General Meeting of the membership. To become effective, the decision to terminate must be approved by a majority of the members present at the General Meeting. As in all personal Board decisions, all information will be handled with extreme confidentiality.

#### Section 3. Finance Committee

This committee shall consist of, but is not limited to, the President, Director, Treasurer, Teacher Liaison and Registrar. They will be responsible for creating a financial plan for the corporation.

## Section 4. Scholarship Review Committee

This committee shall consist of the President, Treasurer and one other Executive Board member, excluding the Registrar. The Director will be on the committee in an advisory role only.

# ARTICLE VIII. CORPORATE INDEMNITY OF OFFICERS AND BOARD MEMBERS

This corporation will indemnify its officers and directors to the fullest extent of the law.

## ARTICLE IX. AMENDMENTS TO THE BY-LAWS

These bylaws may be amended or repealed, and new bylaws adopted, by the membership by an affirmative vote of a majority of members present. Prior to the adoption of the amendment, each member shall be given at least 7 days notice of the date, time and place of the meeting at which the proposed amendment is to be considered, and the notice shall state

that one of the purposes of the meeting is to consider a proposed amendment to the bylaws and shall contain a copy of the proposed amendment.

## ARTICLE X. DISSOLUTION

In case of dissolution of the Tigard Playschool, Incorporated, the assets shall be donated to Parent Cooperative Preschools of Oregon.

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Revised April 1966.

Revised March 1967: Scholarship Amendment

Revised April 1968: Section VII B 4
Added March 1969: Hiring Committee

Added March 1970:

Revised March 1970:

Section IV 6

Revised April 1971:

Section III

Revised February 1972:

Section IV 4

Revised May 1972: Section III A 1

Revised February 1980.

Revised March 1981.

Revised March 1982: Section IV. A D & F Revised March 1983: Section III B 2, 3 & 4

Revised March, 1985: Section III A 1; III A 5; III C 2
Revised September, 1986: Section III A; III A 1; IV B 4
Revised March, 1987: Section IV A 2, C, D; IV B 1

Revised March, 1988: Section III A 1; III C 4

Revised October 1988: Section III A 1
Revised January 1990: Section III A 1

Added March 1992: Section IV D (Termination Committee)
Revised August, 1998: Section II, III A; III A 1 & 7; III B 2, 4 & 5;

IV A 1; IV A 2 d; IV B 1, 2 & 3; V B 2; V C; V D 1 & 4; Bylaws reviewed in their

entirety.

Added August 1998: Section III A 8 (Felony Restriction);

IV B 5, 6 & 7 (Officer Removal, No Board Salaries, Indemnification)

Removed August 1998: Section III C 1 – 5 (Tuition, moved to Policies)

Revised, November, 2001 Complete revision based on PCPO

recommended bylaws.

Revised November 2004 Article IV Sec 1.

Revised June 2005 Article IV Sec 5; Article V; Article VI Sec 1; Article

VII Sec1, Sec 3, Sec 4.

Revised September 2006 Article V Section 2

# **Tigard Symphony Orchestra**

# Proposed Budget 2007-2010

		2007/08		2008/09		2009/10	
Source of funds: Grant	\$	5,000		_			
Ticket Sales	•	600		2,400		4,000	
Donations/Sponsorships		220		4,470		4,620	
	<u>\$</u>	5,820	\$	6,870	\$	8,620	
Use of funds:							
Rehearsal space	\$	2,520	\$	2,520	\$	2,520	
4 concerts x 9 rehearsals x 2 hrs x \$35/hr		·		•	·		
Performance venue		600		600		600	
4 concerts x 3 hrs x \$50/hr							
Music - Score & parts		800		1,200		1,200	
4 pieces first year + 6 additional per year x \$200/piece							
Music - Copies		200		200		200	
Advertising/Publicity/Mailings		700		800		1,000	
Printing: Programs, Posters, Donation envelopes		300		400		500	
Conductor & musicians - Time donated		_		_		_	
Guest/Featured artists - Honoraria		200		400		1,600	
TSO Community Scholarship		500		750		1,000	
		E 000	Φ.	0.070			
	\$	5,820	\$	6,870	\$	8,620	

Note: There are no authorized paid positions anticipated for the budget period.



Phone: (503) 986-2200 Fax: (503) 378-4381

Articles of Incorporation—Nonprofit

protection.

Secretary of State Corporation Division 255 Capitol St. NE, Suite 151 Salem, OR 97310-1327 FilingInOregon.com

	, FilingInOregon.com						
RE	GISTRY NUMBER:			•			
	For office use only			•			
	ccordance with Oregon Revised Statute 192.410-192.490, the must release this information to all parties upon request and i			For office use only			
Plea	se Type or Print Legibly in Black Ink. Attach Additional Shee	t if Necessar	y.				
1)	NAME: Tigard Symphony Orchestra	<u> </u>					
2)	REGISTERED AGENT	7)	WILL THE CORPORATION HAVE MEME	BERS? YES V NO			
	Allan R. Halbert	·	ORS 65,001(28) (a) "Member" means any person or persons en	ed, pursuant to a domestic or foreign			
3)	REGISTERED AGENT'S PUBLICLY AVAILABLE ADDRESS (Mit an Oregon Street Address, which is identical to the registered agen business office. Must include city, state, zip; No PO boxes.)		corporation's articles or bylaws, without regard bylaws, to vote on more than one occasion for (b) A person is not a member by virtue of any o	the election of a director or directors.			
	13720 SW Scholls Ferry Rd. #104		(A) As a delegate; (B) To designate or appoint a director or directors;				
	Beaverton, OR 97007		<ul> <li>(C) As a director; or</li> <li>(D) As a holder of an evidence of indebtedness issued or to be issued by the corporation.</li> <li>(c) Notwithstanding the provisions of paragraph (a) of this subsection, a person is not a member if the person's membership rights have been eliminated as provided in ORS</li> </ul>				
4)	Address for Mailing Notices	· · · · · · · · · · · · · · · · · · ·	65,164 or 65,167.				
	13720 SW Scholls Ferry Rd. #104	8)	3) DISTRIBUTION OF ASSETS UPON DISSOLUTION				
	Beaverton, OR 97007		Donation to public and private schools				
5)	OPTIONAL PROVISIONS (Attach a separate sheet.)						
6}	TYPE OF CORPORATION (Select only one)						
	Public Benefit Mutual Benefit Religious						
9)	INCORPORATORS (List names and addresses of each incorporator	•	• •				
	Allan R. Halbert, 13720 SW Scholls Ferry R	(d. #104,	Beaverion, OR 97007				
10)	EXECUTION (All incorporators must sign, Attach a separate sheet if	f necessary.)		FEES			
	Signature Printed Name			Required Processing Fee \$50			
	3	Allan R.		Confirmation Copy (Optional) \$5			
	Z XIIII I		· · · · · · · · · · · · · · · · · · ·	Processing Fees are nonrefundable.			
			4	Please make check payable to "Corporation Division."			
11)	CONTACT MARKE (To reache quantities with the Eller)	ONE NUMBER (Innlyde men easte )	NOTE: Fees may be paid with VISA or				
11)	•		ONE NUMBER (Include area code.)	MasterCard. The card number and			
	Allan R. Halbert 541-386-6400			expiration date should be submitted on a separate sheet for your			

# **501(c) (3) INFORMATION**

The purpose or purposes for which the corporation is organized are as follows;

Said organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for the public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for the purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

# Tigard Symphony Orchestra

# Mission Statement

The Tigard Symphony Orchestra is dedicated to offering music to the Tigard general public, enhancing its cultural and educational resources, and providing musical opportunities for its citizens.

## Tigard Symphony Orchestra

#### **BYLAWS**

## ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be The Tigard Symphony Orchestra.

Section 2: The Tigard Symphony Orchestra is organized exclusively for artistic and education purposes to benefit the community of Tigard.

#### ARTICLE II - MEMBERSHIP

Section 1: Membership shall consist initially of the members of the board of directors, but will extend to subscribers as soon as feasible.

## ARTICLE III - BOARD OF DIRECTORS

Section 1: The boards shall consist of up to five members. Its function is to plan and help implement the development of The Tigard Symphony Orchestra and its mission. In addition it is responsible for managing overall policy and budget via votes and delegation of specific responsibilities to its members.

Director and committees. The Board shall have up to five and not fewer than three members. The board receives no compensation other than reasonable expenses.

Section 2: Meetings. The Board shall meet at least quarterly at an agreed upon time and place.

Section 3: Board Elections. Election of new directors or election of current directors to a second term will occur as the first item of business at the annual meeting of the corporation.

Directors will be elected by a majority vote of the current directors.

Section 4: Terms. All Board members shall serve one year terms, but are eligible for reelection.

Section 5: Quorum. A quorum must be attended by at least fifty percent of the Board members before business can be transacted or motions made or passed.

Section 6: Notice. An official Board meeting requires that each Board member have notice by email or phone two weeks in advance.

Section 7. Officers and Duties. There shall be three officers of the Board consisting of a Chair, Vice Chair, Secretary/Treasurer. Their duties are as follows:

The Chair shall convene regularly scheduled Board meetings, shall preside or arrange for

other members of the executive committee to preside at each meeting in the following order: Vice-Chair, Secretary/Treasurer.

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, and assuring that corporate records are maintained.

The Treasurer shall make a report at each Board meeting, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

Section 8: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from present Board members by the Secretary two weeks in advance of a Board meeting. These nominations shall be voted upon at the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term.

Section 9: Resignation, Termination and Absences. Resignation from the Board may be verbal or in writing to the Secretary. A Board member shall be dropped for excess absences from the Board if s/he has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a majority vote of the remaining directors.

Section 10: Special Meetings. Special meetings of the Board shall be called upon the request of the Chair or a majority of the Board. Notices of special meetings shall be provided by phone or email two weeks in advance.

#### ARTICLE IV - COMMITTEES

Section 1: The Board may create committees as needed, such as fundraising, etc. The Board Chair appoints all committee chairs.

Section 2: The Board shall serve as the finance committee. It must approve the budget, and all expenditures must be within the budget. Any major change in the budget must be approved by the Board. The fiscal year shall be the calendar year. Annual reports must be prepared by the Secretary/Treasurer showing expenditures and pending income. The financial records of the organization are public information will be available on request to Board members and the public.

## ARTICLE V - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a majority of the Board of Directors. Proposed amendments can be submitted to the Secretary in advance of Board meetings or brought to the meetings as new business.

	These Bylaws were	approved at a	meeting	of the Board	of Directors	of The	Tigard	Symphony
Orchestra on2007. (Pending Approval)	Orchestra on						5	- J · P · · · · · · · · J